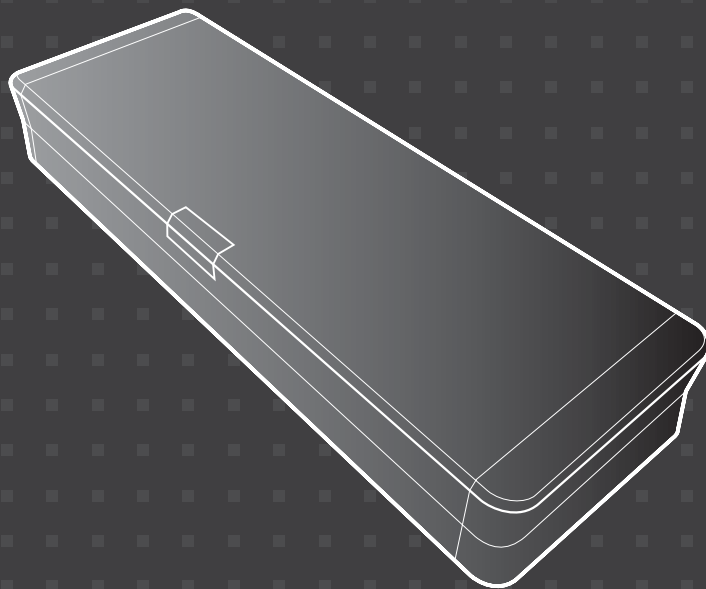


# Canon

 imageFORMULA  
P-150

# User Manual



- Please read this manual before operating this scanner.
- After you finish reading this manual, store it in a safe place for future reference.

## **READ CAREFULLY BEFORE OPENING THE SEALED DISK PACKAGE**

### **CANON SOFTWARE LICENSE AGREEMENT**

#### **IMPORTANT-READ THIS AGREEMENT BEFORE OPENING THE SEALED DISK PACKAGE! BY OPENING THE SEALED DISK PACKAGE, YOU ARE DEEMED TO AGREE TO BE BOUND BY THIS AGREEMENT.**

This legal document is a license agreement between you and Canon Electronics Inc. ("Canon"). BY OPENING THE SEALED DISK PACKAGE, YOU ARE DEEMED TO AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, DO NOT OPEN THE SEALED DISK PACKAGE AND PROMPTLY RETURN THE CANON SCANNER, THE DISK PACKAGE CONTAINING SCANNER DRIVER SOFTWARE PROGRAMS AND/OR SCANNER UTILITY SOFTWARE PROGRAM PROPRIETARY TO CANON OR ITS LICENSOR (THE "SOFTWARE") AND THE ACCOMPANYING DOCUMENTATION AND OTHER ITEMS TO THE PLACE WHERE YOU OBTAINED THEM FOR A REFUND BEFORE THEY ARE USED OR OPENED OR UNPACKED.

In consideration of the right to use the SOFTWARE, you agree to abide by the terms and conditions of this Agreement.

**1. GRANT OF LICENSE:** Canon grants you the personal, non-exclusive right to use the SOFTWARE only on a single computer. You shall need to obtain multiple licenses separately from Canon when you shall install the SOFTWARE on multiple computers.

You shall not assign, sublicense, sell, rent, lease, loan, convey or transfer to any third party, or send or bring the SOFTWARE out of the country where you originally obtain it to other countries without required authorization of applicable governments, or copy, duplicate, translate or convert to another programming language the SOFTWARE or accompanying documentation, except as expressly provided herein.

Except as expressly permitted under the applicable law, you shall not alter, modify, disassemble, decompile or otherwise reverse engineer the SOFTWARE or accompanying documentation and you also shall not have any third party do so.

**2. BACK-UP COPY:** You may make one copy of the SOFTWARE solely for a back-up purpose or copy the SOFTWARE onto the permanent storage device (e.g. a hard disk) of your computer and retain the original for a back-up purpose. Except as expressly permitted under the applicable law, any other copying of the SOFTWARE is a violation of this Agreement. You must reproduce and include the copyright notice on the back-up copy.

**3. SUPPORT AND UPDATE:** Canon, Canon's affiliate, their distributor or dealer is not responsible for maintaining or helping you to use the SOFTWARE. No updates, fixes or support will be made available for the SOFTWARE.

#### **4. LIMITED WARRANTY AND DISCLAIMER OF INDEMNITY:**

Canon, Canon's affiliate, their distributor or dealer will not guarantee uninterrupted service, or absence or correction of errors. Therefore, the SOFTWARE is licensed on an "AS IS" basis without warranty of any kind. The diskette on which the SOFTWARE is recorded is warranted against defective material or workmanship under normal use for a period of ninety (90) days from the date you purchased the same as evidenced by a receipt or otherwise. The limited warranty does not apply if the failure of the diskette resulted from accident, abuse or misapplication of the SOFTWARE and shall not extend to anyone other than the original user of the SOFTWARE.

CANON, CANON'S AFFILIATE, THEIR DISTRIBUTOR OR DEALER DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE SOFTWARE OR ACCOMPANYING DOCUMENTATION.

NEITHER CANON, CANON'S AFFILIATE, THEIR DISTRIBUTOR NOR DEALER IS LIABLE FOR ANY LOSS OR DAMAGE INCLUDING CONSEQUENTIAL OR INCIDENTAL LOSS OR DAMAGE SUCH AS LOSS OF PROFITS, EXPENSE OR INCONVENIENCE, WHATSOEVER CAUSED BY OR ARISING OUT OF THE SOFTWARE, ACCOMPANYING DOCUMENTATION OR THE USE THEREOF.

CANON, CANON'S AFFILIATE, THEIR DISTRIBUTOR OR DEALER SHALL HAVE NO OBLIGATION TO INDEMNIFY YOU AGAINST ANY CLAIM OR SUIT BROUGHT BY A THIRD PARTY ALLEGING THAT THE SOFTWARE, ACCOMPANYING DOCUMENTATION OR THE USE THEREOF INFRINGES ANY INTELLECTUAL PROPERTY OF SUCH THIRD PARTY.

THE ABOVE IS CANON'S ENTIRE LIABILITY AND YOUR EXCLUSIVE REMEDY IN CONNECTION WITH THE SOFTWARE AND ACCOMPANYING DOCUMENTATION.

**5. TERM:** This Agreement is effective upon opening the sealed disk package and remains in effect until terminated. You may terminate this Agreement by destroying the SOFTWARE and any copy thereof. This Agreement will also terminate if you fail to comply with any of the terms of this Agreement. In addition to Canon enforcing its respective legal rights, you must then promptly destroy the SOFTWARE and any copy thereof.

**6. U.S. GOVERNMENT RESTRICTED RIGHTS NOTICE:** The SOFTWARE is provided with RESTRICTED RIGHTS. Use, duplication or disclosure is subject to restrictions as set forth in either subparagraph (c) (1) (ii) of the Rights in Technical Data and Computer Software clause at DFARs 252.227-7013 or subparagraph (c) (1) and (2) of the Commercial Computer Software Restricted Rights Clause at FAR 52.227-19, as applicable.

**7. SEVERABILITY:** In the event that provision of this Agreement is declared or found to be illegal by any court or tribunal of competent jurisdiction, such provision shall be null and void with respect to the jurisdiction of that court or tribunal and all the remaining provisions of this Agreement shall remain in full force and effect.

**8. ACKNOWLEDGEMENT:** BY OPENING THE SEALED DISK PACKAGE, YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT, UNDERSTOOD IT, AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. YOU ALSO AGREE THAT THIS AGREEMENT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF AGREEMENT BETWEEN YOU AND CANON CONCERNING THE SUBJECT MATTER HEREOF AND SUPERSEDES ALL PROPOSALS OR PRIOR AGREEMENTS, VERBAL OR WRITTEN, AND ANY OTHER COMMUNICATIONS BETWEEN YOU AND CANON RELATING TO THE SUBJECT MATTER HEREOF. NO AMENDMENT TO THIS AGREEMENT SHALL BE EFFECTIVE UNLESS SIGNED BY A DULY AUTHORIZED REPRESENTATIVE OF CANON.

Should you have any questions concerning this Agreement, or if you desire to contact Canon for any reason, please write to Canon's local affiliate.

## FCC REGULATIONS (For 120 V model)

Document Scanner, Model M111011

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

**Note:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
  - Increase the separation between the equipment and receiver.
  - Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
  - Consult the dealer or an experienced radio/TV technician for help.
- Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A. Inc.

One Canon Plaza, Lake Success NY 11042, U.S.A.

Tel. No. (516)328-5000

## RADIO INTERFERENCE REGULATIONS (For 120 V models)

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus", ICES-003 of the Industry Canada.

## RÈGLEMENT SUR LE BROUILLAGE RADIOÉLECTRIQUE (For 120 V models)

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques", NMB-003 édictée par l'Industrie Canada.

### International ENERGY STAR® Office Equipment Program



As an ENERGY STAR® Partner, CANON ELECTRONICS INC. has determined that this machine meets the ENERGY STAR® Program guidelines for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment, such as computers, monitors, printers, fax, machine, copiers, and scanners. The standards and logos are uniform among participating nations.

### European Union (and EEA) only.



This symbol indicates that this product is not to be disposed of with your household waste, according to the WEEE Directive (2002/96/EC) and your national law. This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE). Improper handling of this type of waste could have a possible negative impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. At the same time, your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, waste authority, approved WEEE scheme or your household waste disposal service. For more information regarding return and recycling of WEEE products, please visit [www.canon-europe.com/environment](http://www.canon-europe.com/environment). (EEA: Norway, Iceland and Liechtenstein)

## **Für EMVG**

Dieses Produkt ist zum Gebrauch im Wohnbereich, Geschäfts-und Gewerbebereich sowie in Kleinbetrieben vorgesehen.

## **Für 3. GPSGV**

“Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779”

## **Model Names**

The following names may be provided for the safety regulations in each sales region of the Document Scanner.

P-150: Model M111011

## **Trademarks**

- Canon and the Canon logo are registered trademarks, of Canon Inc. in the United States and may also be trademarks or registered trademarks in other countries.
- imageFORMULA is a trademark of CANON ELECTRONICS INC.
- Microsoft, Windows, and Windows Vista are registered trademarks or trademarks of Microsoft Corporation in the United States and other countries.
- Microsoft product screen shot(s) reprinted with permission from Microsoft Corporation.
- Adobe, Acrobat, and Adobe Reader are registered trademarks or trademarks of Adobe Systems Incorporated in the United States and other countries.
- ISIS is a trademark of EMC Corporation in the United States.
- Other product and company names herein are, or may be, the trademarks of their respective owners.

## **Copyright**

Copyright 2009 by CANON ELECTRONICS INC. All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system without the prior written permission of CANON ELECTRONICS INC.

## **Disclaimers**

The information in this document is subject to change without notice.

CANON ELECTRONICS INC. MAKES NO WARRANTY OF ANY KIND WITH REGARD TO THIS MATERIAL, EITHER EXPRESS OR IMPLIED, EXPECT AS PROVIDED HEREIN, INCLUDING WITHOUT LIMITATION, THEREOF, WARRANTIES AS TO MARKETABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OF USE OR NON-INFRINGEMENT. CANON ELECTRONICS INC. SHALL NOT BE LIABLE FOR ANY DIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE, OR LOSSES OR EXPENSES RESULTING FROM THE USE OF THIS MATERIAL.

CANON ELECTRONICS INC. IS NOT LIABLE FOR THE STORAGE AND HANDLING OF DOCUMENTS SCANNED WITH THIS PRODUCT, OR THE STORAGE AND HANDLING OF THE RESULTING SCANNED IMAGE DATA.

IF YOU INTEND TO DISCARD THE ORIGINALS OF THE SCANNED DOCUMENTS, YOU ARE RESPONSIBLE FOR INSPECTING THE SCANNED IMAGES AND VERIFYING THAT THE DATA IS INTACT. THE MAXIMUM LIABILITY OF CANON ELECTRONICS INC. UNDER THIS WARRANTY IS LIMITED TO THE PURCHASE PRICE OF THE PRODUCT COVERED BY THE WARRANTY.

# Introduction

Thank you for purchasing the Canon imageFORMULA P-150 Document Scanner.

Please read the following manuals carefully and familiarize yourself with the functions of the scanner before using it to ensure that you sufficiently understand the functions, and make the most of the scanner's capabilities. After reading the manuals, store them in a safe place for future reference.

## About the Manuals

This scanner comes with the following manuals.

### ● Reference Guide

This manual describes how to set up the scanner. Read this manual when you first use the scanner.

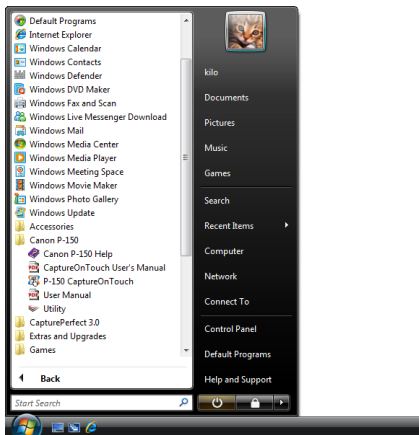
### ● User Manual (this manual)

This manual contains the operating procedures of the scanner.



#### Hint

- All of the manuals are stored on the setup disc as electronic manuals in PDF format.
- The User Manual (electronic manual) is saved to the following location when the software is installed.



## Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.



### WARNING

Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the scanner safely, always pay attention to these warnings.



### CAUTION

Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the scanner safely, always pay attention to these cautions.



### IMPORTANT

Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the scanner correctly, and avoid damaging the scanner.



#### Hint

Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

---

## Layout of This Manual

This manual contains the following information.

### ■ Preparation

This section describes the features of the scanner, names and functions of the parts, and how to set up the scanner.

### ■ Documents

This section describes the types of document that can be handled and how to load them.

### ■ Scanning Procedure

This section describes how to scan documents using the supplied software. It also describes how to configure the driver for scanning.

### ■ Maintenance

This section describes how to clean the scanner and replace consumable parts.

### ■ Troubleshooting

This section describes how to resolve problems when trouble occurs.

### ■ Appendix

This section contains information related to the specifications and warranty of the scanner.

## Table of Contents

<b>Introduction .....</b>	<b>6</b>
Symbols Used in This Manual .....	6
Layout of This Manual .....	7
<b>Important Safety Instructions.....</b>	<b>9</b>
Installation Location .....	9
Moving the Scanner .....	9
AC Adapter (Not Supplied) .....	9
Handling .....	9
Disposal .....	10
<b>Preparation .....</b>	<b>11</b>
<b>Features .....</b>	<b>11</b>
<b>Names and Functions of Parts .....</b>	<b>13</b>
<b>Setup .....</b>	<b>15</b>
System Requirements .....	15
Software Installation .....	15
<b>Connecting the Scanner to a Computer .....</b>	<b>19</b>
Auto Start Switch .....	19
Connecting the Scanner to the Computer .....	19
<b>Power Supply .....</b>	<b>20</b>
Turning ON the Power .....	20
Turning OFF the Power .....	21
Using an Auxiliary Power Supply .....	22
<b>Documents.....</b>	<b>23</b>
<b>Types of Document You Can Scan .....</b>	<b>23</b>
<b>Loading a Document .....</b>	<b>24</b>
<b>Scanning Procedure .....</b>	<b>26</b>
<b>Supplied Software.....</b>	<b>26</b>
<b>Scanning with CaptureOnTouch Lite.....</b>	<b>27</b>
Scanning Procedure.....	27
Environmental Settings .....	31
Quitting CaptureOnTouch Lite .....	32
<b>Scanning with CaptureOnTouch .....</b>	<b>33</b>
Connecting the Scanner to a Computer .....	34
Starting CaptureOnTouch .....	34
Setting Scanning Conditions .....	35

Basic Scanning Condition Settings .....	35
Setting the Output Method .....	36
Scan First .....	38
Select Scan Job .....	41
<b>Environmental Settings .....</b>	<b>45</b>
[Basic settings] Tab .....	45
[E-mail settings] Tab.....	46
<b>Scanner Driver Settings.....</b>	<b>47</b>
Configuration and Functions of the Scanner Driver .....	47
Basic Scanning Condition Settings .....	48
<b>Scan Panel .....</b>	<b>54</b>
<b>Maintenance.....</b>	<b>55</b>
<b>Daily Maintenance .....</b>	<b>55</b>
Cleaning the Outside of the Scanner .....	55
Cleaning the Inside of the Scanner .....	55
Cleaning the Scanning Glass, Separation Pad and Rollers .....	55
<b>Replacing Consumable Parts.....</b>	<b>57</b>
Replacing the Feed Rollers .....	57
Replacing the Separation Pad.....	59
Resetting the Counters.....	60
<b>Troubleshooting .....</b>	<b>61</b>
<b>Common Problems and Solutions.....</b>	<b>61</b>
Software Troubleshooting .....	63
<b>Questions and Answers .....</b>	<b>64</b>
Clearing a Paper Jam .....	66
Uninstalling the Software .....	68
<b>Appendix .....</b>	<b>70</b>
<b>Specifications .....</b>	<b>70</b>
<b>Index .....</b>	<b>72</b>



---

## Important Safety Instructions

---

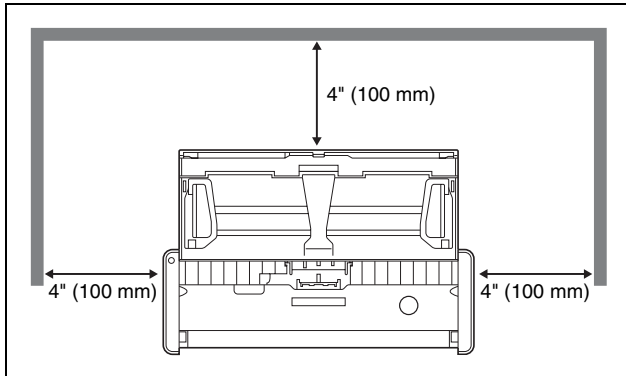
To ensure the safe operation of this scanner, make sure to read the safety warnings and precautions described below.

---

### Installation Location

The performance of this scanner is affected by the environment in which it is installed. Make sure that the location where the scanner is installed meets the following environmental requirements.

- Provide adequate space around the scanner for operation, maintenance, and ventilation.



- Provide adequate space in front of the scanner, as scanned documents are ejected from the front.
- Avoid installing the scanner in direct sunlight. If this is unavoidable, use curtains to shade the scanner.
- Avoid locations with excessive dust. Dust can have negative effects on the inner parts of the scanner.
- Avoid warm or humid locations, such as in the vicinity of a water faucet, water heater, or humidifier, and avoid locations where the fumes from ammonia, paint thinner, or other volatile chemicals may be present.
- Avoid locations that are unstable or subject to vibration.

- Avoid exposing the scanner to rapid changes in temperature. If the room in which the scanner is installed is cold but rapidly heated, water droplets (condensation) may form inside the scanner. This may result in a noticeable degradation in scanning quality. The following conditions are recommended for optimal scanning quality:  
Room temperature: 59 to 90.5°F (15 to 32.5°C)  
Humidity: 25 to 80% (RH)
- Avoid installing the scanner near equipment that generates a magnetic field (e.g., speakers, televisions, or radios).

---

### Moving the Scanner

- When moving the scanner, make sure to carry it with both hands so as not to drop it. The scanner weighs approximately 2.2 lb (1.0 kg).
- Make sure to disconnect any USB cables and AC adapters (not supplied) when moving the scanner. If the scanner is carried with these items connected, the plugs and connectors may be damaged or cause the scanner to fall and result in personal injury or damage to the scanner.

---

### AC Adapter (Not Supplied)

- When using an AC adapter (not supplied) to power the unit, make sure to read the operating manual for the AC adapter.
- Use only recommended AC adapters. In addition, do not use these AC adapters with devices other than the scanner.
- Using the AC adapter, you can obtain better scanning speed than when using the USB cable by itself.
- If you have any questions regarding the power supply, contact your local authorized Canon dealer or service representative for further information.

---

### Handling

#### WARNING

- Never place alcohol, benzene, paint thinner, or other flammable substances near the scanner.

- Do not cut, damage, or modify the USB cable or power supply USB cable. Do not place heavy objects on the cable, and do not pull or excessively bend the cable.
- Never connect the USB cable or power supply USB cable when your hands are wet.
- Do not knot or coil the USB cable or power supply USB cable, as this may result in a fire or electric shock. When connecting the cable, make sure that the power plug is securely and completely inserted into the power connector.
- Use only the USB cable or power supply USB cable supplied with the scanner.
- Do not attempt to dismantle the scanner or modify it in any way, as this is dangerous and may result in a fire or electric shock.
- Do not use flammable aerosol spray products near the scanner.
- When cleaning the scanner, turn the scanner OFF and disconnect the USB cable or power supply USB cable.
- Clean the scanner using a slightly dampened cloth that has been well wrung out. Never use alcohol, benzene, paint thinner, or any other flammable substance.
- If the scanner makes strange noises, or gives off smoke, heat, or strange odors, or the scanner does not function or other abnormalities occur when you use the scanner, immediately turn the scanner OFF, and disconnect the USB cable or power supply USB cable. Then, contact your local authorized Canon dealer or service representative for further information.
- Do not drop the scanner, or subject it to impact or strong shock. Should the scanner ever become damaged, immediately close the feed tray, turn the scanner OFF, and disconnect the USB cable or power supply USB cable. Then, contact your local authorized Canon dealer or service representative for further information.
- Before moving the scanner, make sure to close the feed tray, turn the scanner OFF, and disconnect the USB cable or power supply USB cable.



#### **CAUTION**

- Do not install the scanner on a surface that is unstable, tilted, or subject to excessive vibrations. Doing so may cause the scanner to fall, resulting in personal injury or damage to the scanner.

- Never place small objects, such as staples, paper clips, or jewelry on the scanner. These items may fall into the scanner and cause a fire or electric shock. If such objects ever fall inside the scanner, immediately close the feed tray, turn the scanner OFF, and disconnect the USB cable or power supply USB cable. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Do not locate the scanner in a humid or dusty location. Doing so may result in a fire or electric shock.
- Do not place objects on top of the scanner. Such objects may tip or fall over, resulting in personal injury.
- When disconnecting the USB cable, grasp it firmly by its connector. Do not pull directly on the USB cable, as this may damage or expose the cable's internal wiring, resulting in a fire or electric shock.
- Leave sufficient space around the USB cable or power supply USB cable so that it can be disconnected easily. If objects are placed around the USB cable or power supply USB cable, you will be unable to disconnect it in an emergency.
- Do not allow water or flammable substances (alcohol, benzene, paint thinner, etc.) to spill inside the scanner, as this may result in a fire or electric shock.
- If you will not be using the scanner for an extended period of time, such as during consecutive holidays, disconnect the USB cable or power supply USB cable for safety.
- Do not wear loose clothing or jewelry that may get caught in the scanner while you are using it. This may result in personal injury. Be extra careful of neckties and long hair. If anything becomes caught in the scanner, immediately disconnect the power to stop the scanner.
- Be careful when placing paper in the scanner and when removing jammed paper. It is possible to cut your hand on the edge of a sheet of paper.

---

## **Disposal**

When disposing of the scanner, make sure to follow the local ordinances and laws or consult with your local authorized Canon dealer.

## Features

---

The scanner has the following features.

### Compact Size

The scanner has a compact size of 11" (W) × 1.57" (H) × 3.74" (D) (280 mm (W) × 40 mm (H) × 95 mm (D)) when the document feed and eject trays are closed.

### Bus-Powered

The scanner is capable of scanning at a speed of 12 black-and-white pages per minute\*<sup>1</sup> and 10 color pages per minute\*<sup>2</sup>, even in places without a power supply, when using the bus-powered single USB cable.

### Auto Start Function

The CaptureOnTouch Lite software that comes preinstalled in the scanner can be started by turning ON the Auto Start switch on the rear panel. Connecting a computer to the scanner enables scanning even when the driver is not installed.

### Auto Power ON/OFF

This feature automatically turns the power ON or OFF when the feed tray is opened or closed.

### Equipped with Feeder

Up to 20 pages of a document can be loaded and then fed continuously, or one at a time.

### High-speed Scanning

The combined use of the USB cable with the power supply USB cable, or an AC adapter (sold separately), enables scanning at a faster rate (15 black-and-white pages per minute\*<sup>1</sup> and 10 color pages per minute\*<sup>3</sup>).

### CaptureOnTouch

When the bundled CaptureOnTouch software is installed, you can perform scanning with a variety of scanning methods, ranging from a normal scan, to a scan that involves a series of steps and which is performed by registering a job.

### Color and Grayscale Support

The scanner is capable of scanning a document in 24-bit color or 256-level grayscale.

### Two-Sided Scanning

The scanner supports one-sided and two-sided scanning. Using the skip blank pages function enables you to scan without worrying about whether to scan one side or both sides of a document because scanned images of blank pages are not saved.

### Document Size Auto Detection

This feature enables automatic detection of the page size of a scanned document. The space around the edges of documents can be omitted during scanning, even for non-standard size documents.

### Deskew

Even if a document is slanted when fed into the scanner, the scanned image can be straightened.

### Text Enhanced Mode

Advanced Text Enhancement II is provided to improve the readability when scanning documents in which the background is uniform and both the text and background are light.\*<sup>4</sup>

### Drop-Out Color

This feature makes it possible to eliminate scanning one specific color (red, green, or blue) of a document.

---

## Prescan

This feature allows you to scan just the first page of a document, confirm the scanned image and adjust the brightness and contrast, and then scan the remaining pages of the document.

## Scan First

Pressing the Start button on the scanner automatically starts CaptureOnTouch and scans the document in the feed tray when you use the Scan First function.

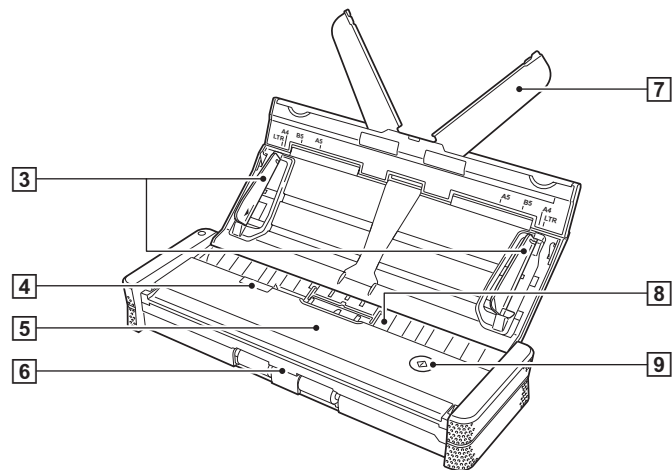
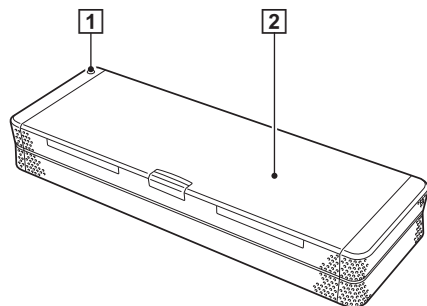
## Auto Detection of Document in Feeder

An automatic start function is provided for detecting when a document is placed in the feeder and then starting scanning automatically.

- \*1 When an A4/LTR size document (single side) is scanned at 200 dpi in grayscale
- \*2 When an A4/LTR size document (single side) is scanned at 200 dpi in 24-bit color
- \*3 When an A4/LTR size document (single side) is scanned at 200 dpi in 24-bit color
- \*4 This feature may not work effectively for some documents

# Names and Functions of Parts

## Front View



### 1 Power Indicator

When the power of the scanner is ON, this indicator displays the status of the scanner as shown below.

Power Indicator	Meaning
Lit	The power of the scanner is ON.
Flashing	<ul style="list-style-type: none"><li>• Paper is jammed.</li><li>• A double feed has been detected and the scanner has stopped.</li><li>• The top unit is open.</li><li>• Another scanner error has occurred.</li></ul>

### ! IMPORTANT

The power indicator may blink slowly when the USB cable is connected and the feed tray is opened. When this occurs, wait for the power indicator to stop blinking and light steadily before using the scanner.

### 2 Document Feed Tray

This tray is for feeding documents. Open it when scanning documents.

### 3 Document Guides

These guides ensure documents are fed straight (one on the left and right sides). Raise the guides when loading a document, and then align them to both sides of the document to be scanned.

### 4 Feeder Cover Release Lever

Pull this lever to open the feeder cover when cleaning the scanner.

### 5 Feeder Cover

Open this when cleaning the scanner.

### 6 Eject Outlet

This outlet is for ejecting documents when scanning is completed.

## 7 Feed Extension Plate

Open this plate to support the document when loading a long document.

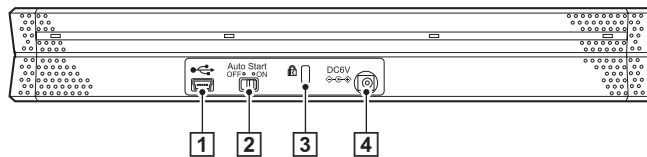
## 8 Feed Inlet

Insert the document to be scanned.

## 9 Start Button

Press this button when you want to start scanning the document loaded in the feed tray.

## Rear View



### 1 USB Connector

Connect the USB cable supplied with the scanner (or one that supports Hi-Speed USB 2.0).

### 2 Auto Start Switch

Use this switch to change the operation mode of the scanner.

### 3 Kensington Slot

Connect a key chain to prevent theft.

### 4 Power Connector

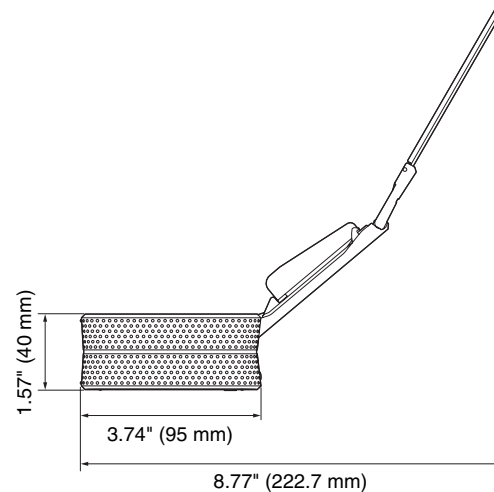
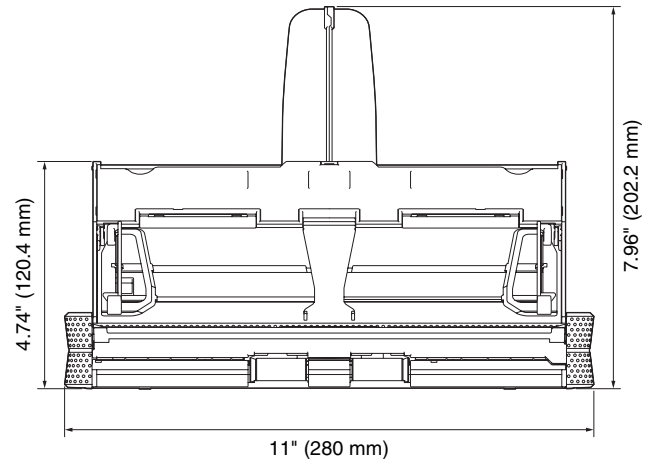
Connect the supplied power supply USB cable or a separately sold AC adapter.



### Hint

This scanner does not have a power switch. For details, [see page 20](#).

## External Dimensions Diagram



# Setup

## System Requirements

The following system requirements are recommended for optimal use of this scanner.

### Personal Computer

CPU:	Intel Core 2 Duo 1.8 GHz or higher
Memory:	At least 1 GB
Hard disk:	At least 1 GB of free space
USB interface:	Hi-Speed USB 2.0
Monitor:	Resolution of 1,024 × 764 (XGA) or higher
Optical drive:	Drive capable of reading DVDs

### Operating System

- Microsoft Windows 2000 Professional with Service Pack 4 or later
- Microsoft Windows XP with Service Pack 3 or later
- Microsoft Windows XP x64 Edition with Service Pack 2 or later (32-bit and 64-bit editions)
- Microsoft Windows Vista with Service Pack 2 or later (32-bit and 64-bit editions)
- Microsoft Windows 7 (32-bit and 64-bit editions)

### Other

ISIS compatible application software or TWAIN compatible application software that operates normally in the system environment described above.

## Software Installation

Install the following software required for using the scanner from the supplied setup disc.

### • CaptureOnTouch

This is a scanning utility designed specifically for the scanner.

### • Scanner Driver

This is the scanner driver for the scanner.

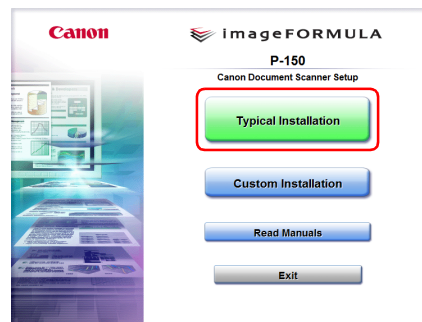
### ! IMPORTANT

- Connect the scanner to the computer before you install the software.
- Log on with administrator privileges.
- Exit all other applications before you install the software.

### 💡 Hint

If you only use CaptureOnTouch Lite that comes preinstalled in the scanner, the software does not need to be installed.

- 1 Turn ON the computer.
- 2 Insert the software setup disc into the DVD drive of the computer.
- 3 Click [Typical Installation].

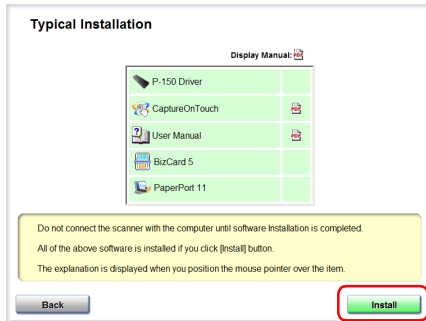




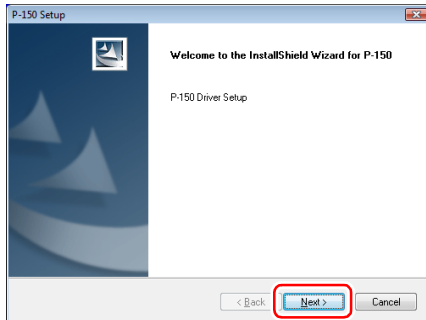
## Hint

When you want to reinstall software that you previously uninstalled, select [Custom Installation] and specify the uninstalled software.

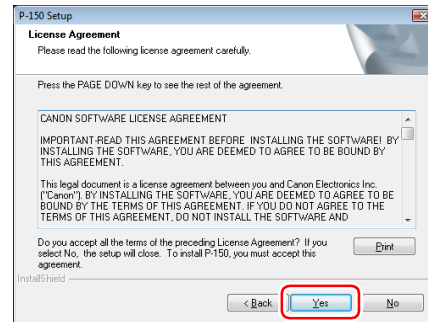
## 4 Click [Install].



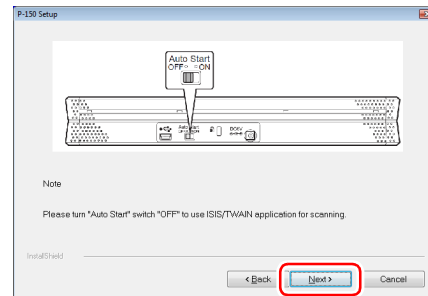
## 5 Click [Next].



## 6 Read the license agreement, and click [Yes] if you agree to it.

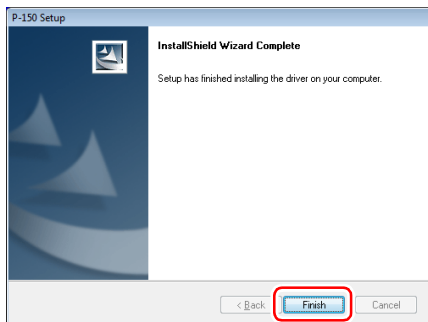


## 7 Click [Next].

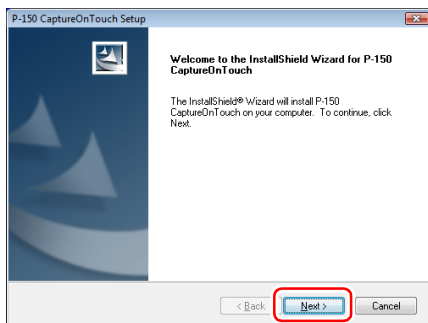




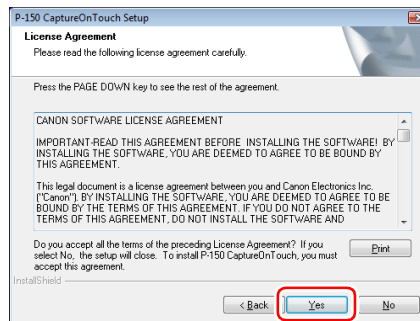
## 8 Click [Finish] when installation of the driver is complete.



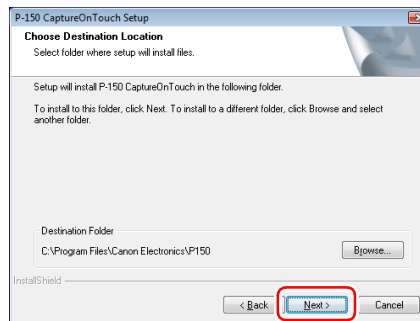
## 9 Click [Next].



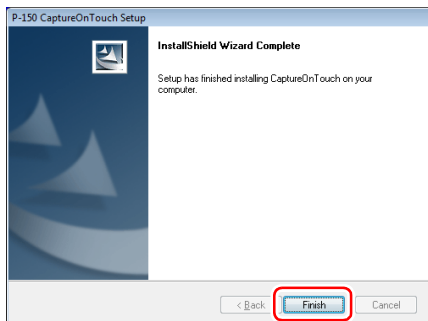
## 10 Read the license agreement, and click [Yes] if you agree to it.



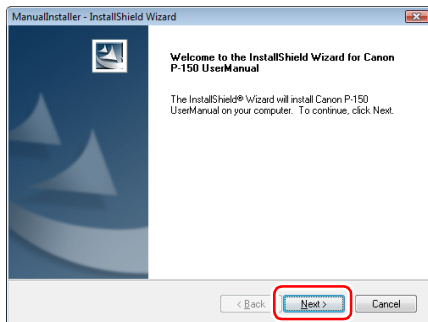
## 11 Click [Next].



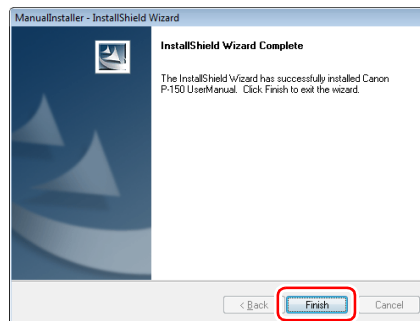
- 
- 12** Click [Finish] when installation of CaptureOnTouch is complete.



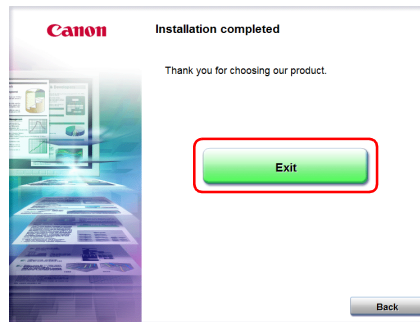
- 
- 13** Click [Next].



- 
- 14** Click [Finish] when installation of the User's Manual is complete.



- 
- 15** Click [Exit] to finish the software installation.



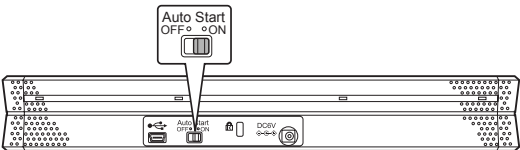
- 
- 16** Remove the software setup disc from the DVD drive.

# Connecting the Scanner to a Computer

Use the supplied USB cable to connect the scanner to a computer. When you connect the scanner, the Auto Start switch on the scanner needs to be turned ON or OFF depending on how you will use the scanner.

## Auto Start Switch

There is an Auto Start switch at the rear of the scanner for setting whether to operate the scanner as a storage device.



Depending on the position of the Auto Start switch, the scanner operates as shown below.

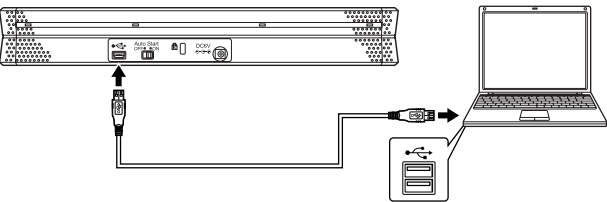
Switch Position	Scanner Operation
ON	The scanner is recognized as a storage device by the computer. Starting CaptureOnTouch Lite preinstalled in the scanner enables you to perform scanning on a computer without the scanner driver installed. (However, you cannot store scanned images or any other data on the scanner.)
OFF	The scanner is recognized as a scanning device by the computer. You can connect the scanner to a computer with the scanner driver installed, and perform scanning using an application, such as the supplied CaptureOnTouch.

### ! IMPORTANT

- Turn the Auto Start switch ON or OFF before you connect the scanner to a computer. If it is turned ON or OFF after the scanner is connected to a computer, the scanner may not operate properly.
- When you use the scanner with the Auto Start switch turned ON, the computer needs to be started before you connect the scanner to the computer. If the scanner is connected to a computer that is not started and the feed tray of the scanner has been opened to turn ON the power, the computer may not be able to start.

## Connecting the Scanner to the Computer

Use the supplied USB cable to connect the scanner to the computer as shown below.



### ! IMPORTANT

- Take care not to disconnect the USB cable while data is being transferred between the scanner and computer during scanning.
- The USB connector to which the scanner is connected on your computer must be one capable of supplying 500 mA of power.

## Using a USB Hub

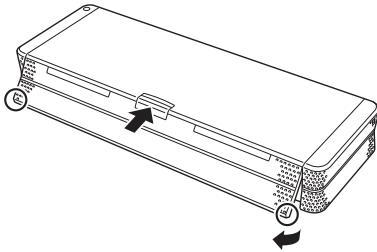
The scanner cannot be used when it is connected to a computer via a bus-powered USB hub. A self-powered USB hub can be used, but operation is not guaranteed.

## Power Supply

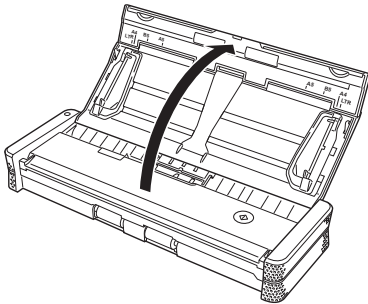
The power of the scanner is designed to turn ON when the feed tray is opened or closed. To turn the power ON or OFF, operate the scanner as described below.

### Turning ON the Power

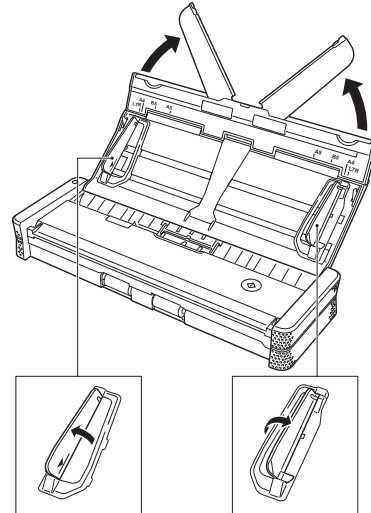
- 1 Press the feed tray release lever, and lift the areas indicated below.**



- 2 Open the feed tray.**  
The scanner turns ON, and the power indicator lights.



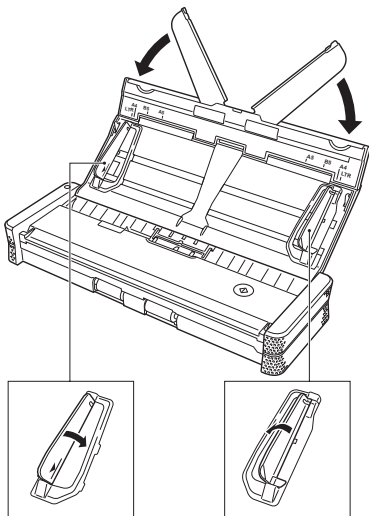
- 3 Raise the document guides and feed extension guides.**



---

## Turning OFF the Power

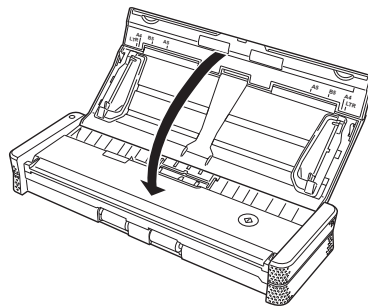
- 1 Close the feed extension guides and lower the document guides.



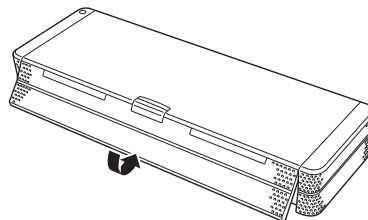
### **! IMPORTANT**

Do not close the feed tray while the document guides are spread open. This can damage to the scanner and result in malfunction.

- 2 Close the feed tray.



- 3 Push the section (front cover) at the front of the feed tray to close it.



### **! IMPORTANT**

- When not using the scanner, close the scanner's Document Feed Tray or disconnect the USB cable.
- When transporting the scanner, make sure to close the front cover beforehand. Failure to do so may result in the feed tray opening and causing the scanner to fall.

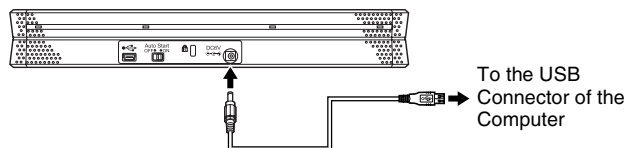
---

## Using an Auxiliary Power Supply

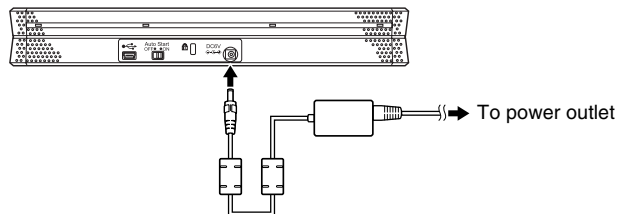
Since this scanner is bus-powered, scanning can be performed with a single USB cable. However, scanning can be performed at a higher speed if you use the power supply USB cable or an AC adapter (sold separately).

Connect the power supply USB cable or AC adapter (sold separately) to the power connector at the rear of the scanner.

### Power supply USB cable



### AC adapter (sold separately)



## Types of Document You Can Scan

The scanner can scan documents that satisfy the following conditions.

Type of paper: Plain paper

Width: 2" to 8.5" (50.8 mm to 216 mm)

Length: 2.75" to 14.02" (70 mm to 356 mm)

Thickness: 14 to 32 lb bond (52 g/m<sup>2</sup> to 128 g/m<sup>2</sup>) 0.0024" to 0.0059" (0.06 mm to 0.15 mm)

### ! IMPORTANT

- When scanning multiple documents of different sizes at the same time, load the documents so that they cover the entire span of the feed rollers.
- When a document exceeds the length of A4/LTR, we recommend feeding one page at a time.
- Scanning documents before the ink on them is dry will make the rollers and scanning glass dirty, causing streaks to appear on the image and other documents to become dirty. Make sure that documents are dry before scanning.
- Scanning documents that are written in pencil or a similar writing instrument will make the rollers and scanning glass dirty, causing streaks to appear on the image and other documents to become dirty. Always clean the internal parts of the scanner after scanning such documents.
- When scanning a two-sided document printed on thin paper, the image on the opposite side of each page may show through. Adjust the scanning intensity in the application software before scanning the document.
- We recommend feeding thin paper one page at a time.

- Scanning the following documents may cause a paper jam or malfunction. To scan such a document, use a copy machine to make a photocopy of the document and then scan the photocopy.



There are creases or fold lines.



There are curls.



There are tears.



There are clips or staples.



Carbon paper



The surface is coated.



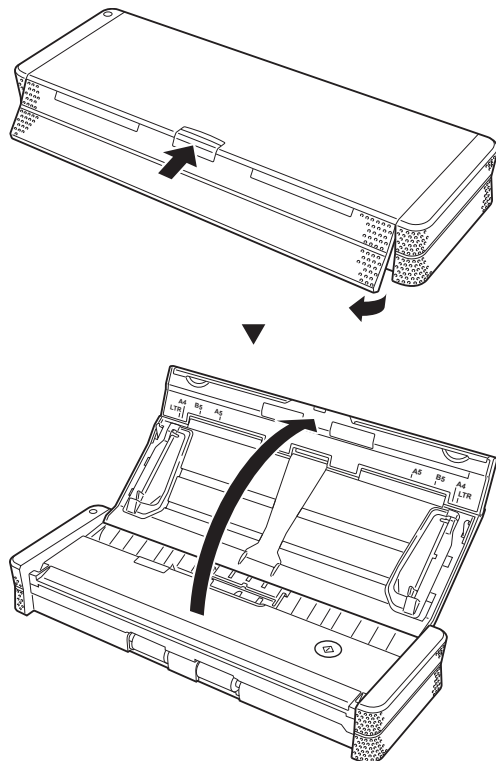
Extremely thin document, such as semi-transparent thin paper



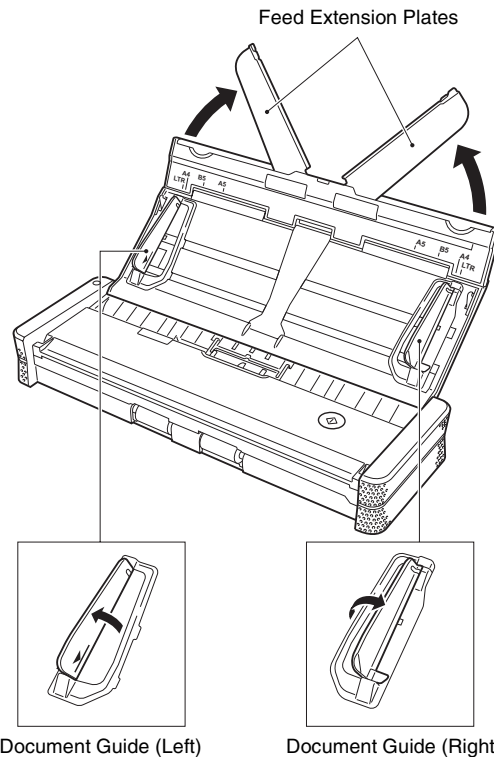
Documents with binder holes (Excluding documents with 2, 3, or 4 holes of a diameter of 0.315" (8 mm) or less)

## Loading a Document

- 1 Open the feed tray.



- 2 Raise the document guides and feed extension plates.



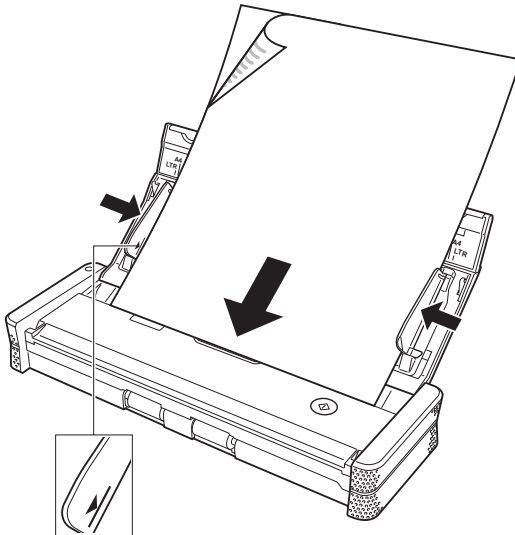


### 3 Load the document.

- Before you load the document, thoroughly fan the pages.

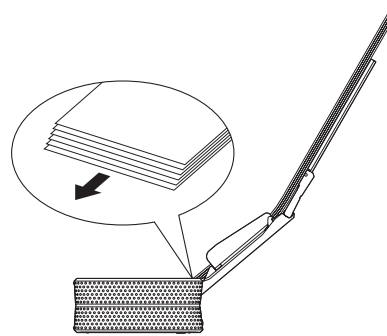


- Load the document into the feed inlet of the scanner with the scanning side of the document face down and the top of the document pointing down.
- Align the document guides with both edges of the loaded document.
- Up to 20 pages of plain paper can be loaded at the same time. Make sure that the document does not exceed the loading limit marks (▼) on the document guides.

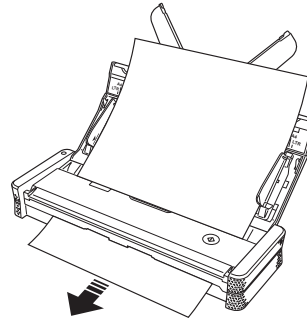


### ! IMPORTANT

- When loading a multi-page document, place the pages of the document with their edges slightly askew.



- If the document is curved, straighten the document before loading it.
- The scanned document is ejected from the front. Do not place any objects in front of the scanner.



- If double-feeding occurs, reduce the number of pages that you load into the scanner at one time.
- Depending on paper quality, you may hear unusual noises while scanning some documents, but this does not indicate a malfunction.

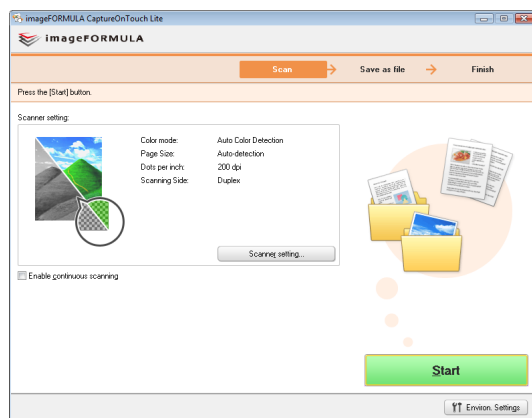
# Scanning Procedure

## Supplied Software

The scanner comes with the following software.

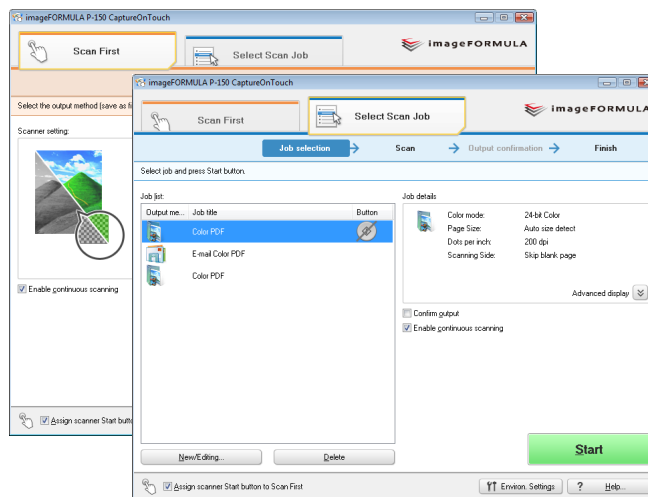
### CaptureOnTouch Lite

This scanning application comes preinstalled in the scanner. It enables scanning to be started without installing software, so the scanner can be shared without limiting it to specific computers. Scanned images can be saved to any location on the computer to which the scanner is connected.



### CaptureOnTouch

This scanning application is designed specifically for the scanner. It enables you to output scanned images in a variety of ways including printing and attaching to mail, as well as register scanning conditions and output settings as a job.



### Scanner Driver (P-150 Driver)

This is the scanner driver for the scanner. When you perform scanning operations in an ISIS or TWAIN compatible application, access the driver to set the scanning conditions, as necessary. For details, see [“Scanner Driver Settings” on p. 47](#).

#### ! IMPORTANT

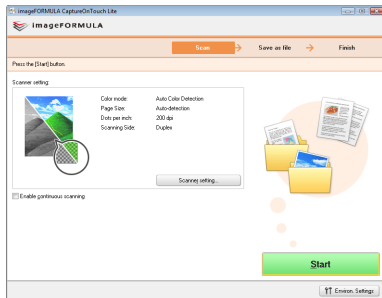
The operation of the scanner driver is not guaranteed in all ISIS or TWAIN compatible applications.

#### 💡 Hint

CaptureOnTouch and the scanner driver need to be installed from the software setup disc. For details on the installation procedure, see [“Software Installation” on p. 15](#).

## Scanning with CaptureOnTouch Lite

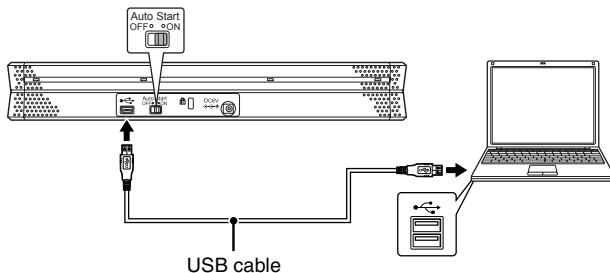
CaptureOnTouch Lite is a scanning application that comes pre-installed in the scanner. It can be used on a computer that does not have the scanner driver installed.



You can follow the instructions on the screen to scan a document and save the scanned images in any file format.

## Scanning Procedure

- 1 **Set the Auto Start switch at the rear panel of the scanner to ON and then connect the scanner to the computer.**



If necessary, connect the power supply USB cable.

- 2 **Open the feed tray, turn ON the scanner, and then load the document.**

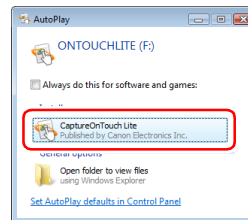
For details, see [“Loading a Document” on p. 24.](#)

When you open the feed tray, the power indicator on the scanner lights and the auto play screen appears.

### ! IMPORTANT

- When scanning with CaptureOnTouch Lite, do not close the feed tray until you have finished saving image files.
- If you are using Windows XP or Windows 2000 and you set the Auto Start switch to ON before connecting the scanner to the computer, a message requesting that you restart your computer may appear when you turn ON the scanner. You can continue normal use even if you click [No] and do not restart the computer.


- 3 **Click [CaptureOnTouch Lite].**



CaptureOnTouch Lite starts, and the main screen appears.

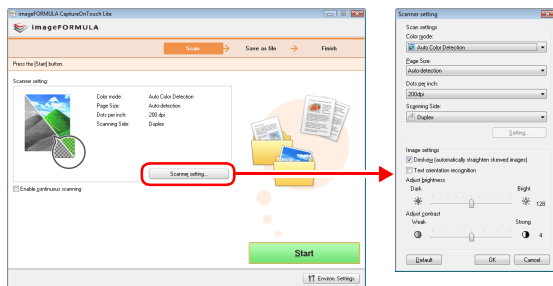
### 💡 Hint

- The auto play screen may not appear in some operating environments. In such cases, open the [ONTOUCHLITE] drive in Windows Explorer, for example, and start the application directly by double-clicking (ONTOUCH.exe). Depending on your operating system, the drive name may not be [ONTOUCHLITE]. Open the drive on which (ONTOUCH.exe) is located, and start the application directly.

- [CaptureOnTouch Lite] may not appear on the auto play screen. In this case, click [Open folder to view files] and double-click  (ONTOUCH.exe).

## 4 Set the scanning conditions.

Click [Scanner setting], and set the scanning conditions in the dialog box that appears.



### [Color mode]

Specify the mode (color, grayscale, or black-and-white binary) for scanning the document. To automatically detect whether the document is color or black-and-white, select [Auto Color Detection].

### [Page Size]

Specify the page size of documents.

### [Dots per inch]

Specify the scanning resolution.

### [Scanning Side]

Specify whether to scan one side or two sides. If [Skip blank page] is specified, blank pages within the document are skipped during scanning.

### [Deskew]

Slanted scanned images are detected, and then straightened.

### [Text orientation recognition]

The orientation of text in scanned images is detected, and the images are rotated so that the text is correctly oriented and then saved.

### [Adjust brightness]

Adjust the brightness of scanned images.

### [Adjust contrast]

Adjusts the contrast of scanned images.

### [Default]

Returns all settings to their default values.

When you have finished configuring the settings, click [OK] to close the dialog box.

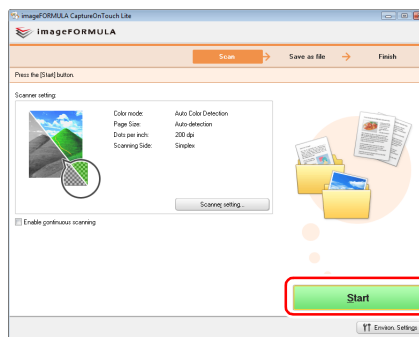


### Hint

When splitting up multiple documents to scan in parts, select the [Enable continuous scanning] check box on the main screen.

## 5 Click [Start].

You can also press the start button on the scanner.



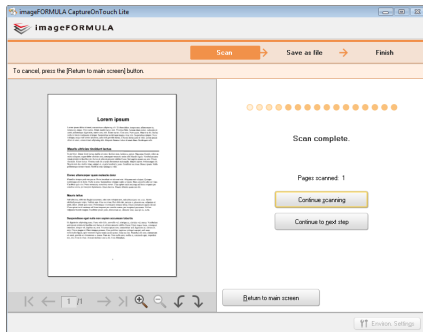
Scanning of the document starts.

When scanning of the whole document is completed, the output settings screen appears.



## Hint

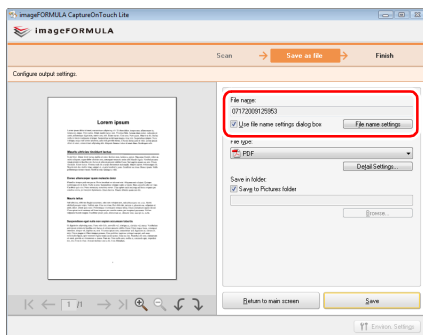
If the [Enable continuous scanning] check box was selected, the confirmation screen appears when scanning of the whole document is completed.



Load the next document, and then click [Continue scanning] to start scanning the document.

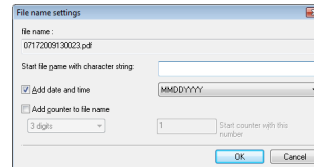
If you have finished scanning all documents, click [Continue to next step].

## 6 Set the file name for the scanned images to be saved.

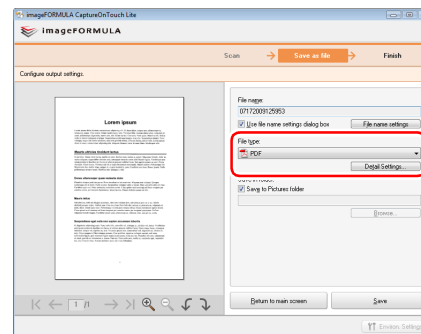


[File name] displays the file name for the scanned images to be saved. You can use one of the following methods to change the file name.

- If you clear the [Use file name settings dialog box] check box, the file name field becomes blank and you can enter any file name.
- If you click [File name settings], you can specify how to assign the file name.

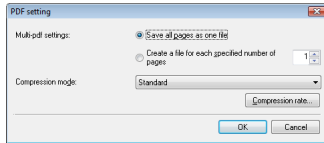


## 7 Set the file format for the scanned images to be saved.



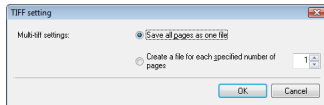
You can select the file format from the [File type] drop-down list. When a file format other than BMP is selected, you can click [Detail Settings] and set more advanced settings. The following shows the advanced settings by file format.

- PDF



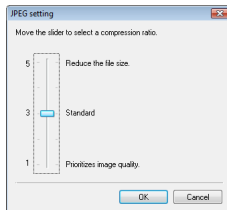
In [Multi-pdf settings], specify whether to save the scanned images as a single multi-page file (“Save all pages as one file”), or to create separate files for each batch of a specified number of pages (“Create a file for each specified number of pages”). In [Compression mode], specify the compression mode (Normal or High Compression) of the PDF file. You can click [Compression rate], and then specify the compression rate in the dialog box that appears.

- TIFF



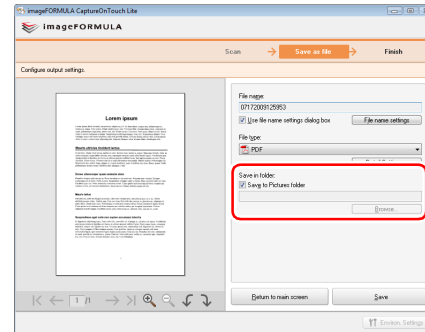
In [Multi-tiff settings], specify whether to save the scanned images as a single multi-page file (“Save all pages as one file”), or to create separate files for each batch of a specified number of pages (“Create a file for each specified number of pages”).

- JPEG



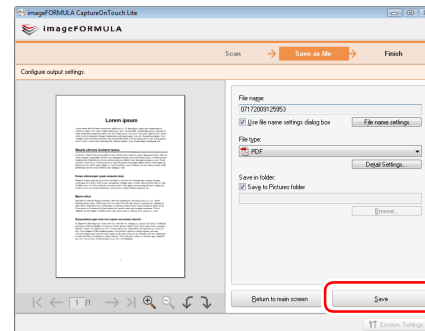
You can specify the compression ratio of JPEG images.

## 8 Set the location to save the scanned images.



If the [Save to Pictures folder] check box is selected, the scanned image are saved to the [Pictures] folder of the computer. When specifying another location, clear the [Save to Pictures folder] check box, and then click [Browse] and specify the save location of the scanned images in the dialog box that appears.

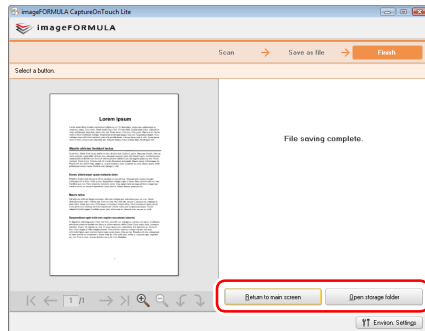
## 9 Click [Save].



The scanned images are saved.

## When Scanning is Finished

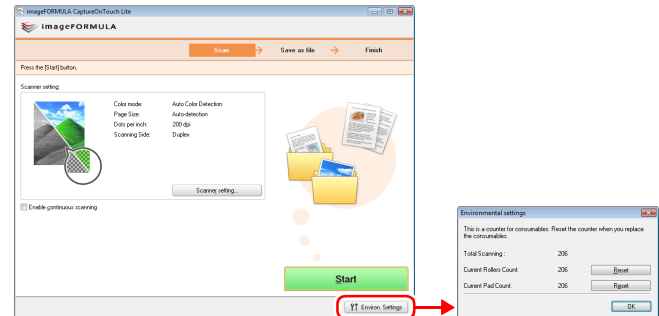
After the scanned images have been saved, you can perform the following operations.



- When you want to scan another document, click [Return to main screen].
- If you click [Open storage folder], the folder in which the saved scanned images were saved opens.

## Environmental Settings

Click [Environmental Settings] on the main screen to display the [Maintenance] dialog box.



In this dialog box, you can check the usage state of the scanner.

### [Total Scanning]

This displays the total number of pages scanned with the scanner.

### [Current Rollers Count]

This displays the number of pages scanned up until now. When replacing the roller (see p. 57), click [Reset] to reset the rotation count.

### [Current Pad Count]

This displays the number of pages scanned up until now. When replacing the separation pad (see p. 59), click [Reset] to reset the usage count.

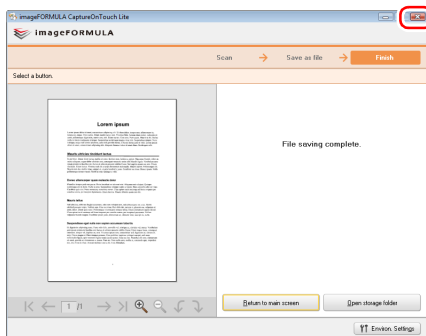
---

## Quitting CaptureOnTouch Lite

Use the following procedure to quit CaptureOnTouch Lite.

---

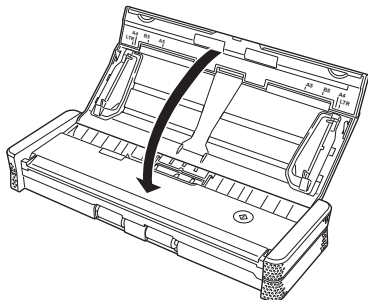
### 1 Click “X” (close button).



CaptureOnTouch Lite closes.

---

### 2 Close the feed tray.



The scanner turns OFF, and the power indicator goes out.

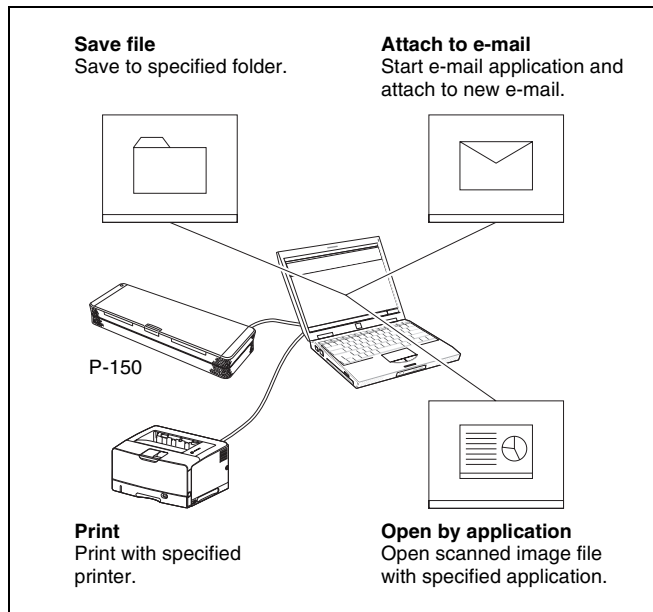
---

### 3 Disconnect the USB cable from the scanner and computer.



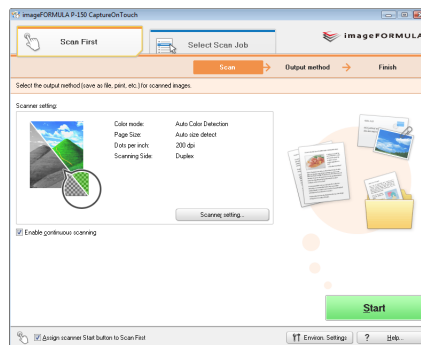
# Scanning with CaptureOnTouch

CaptureOnTouch is a scanning application that allows you to follow the instructions on the screen to perform a simple scanning operation to scan a document.



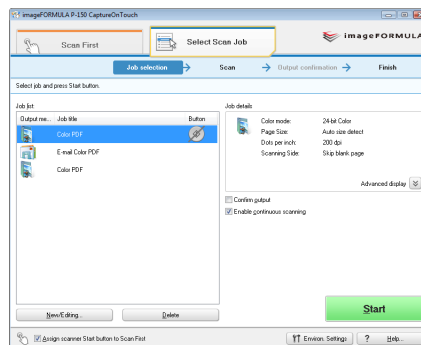
CaptureOnTouch is provided with multiple scanning methods that can be selected according to the purpose and application.

## Scan First



This scanning method allows you to scan the document and then select the output method and configure the necessary settings. You can easily scan a document by just following the instructions on the screen.

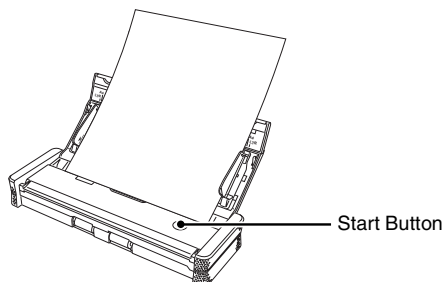
## Select Scan Job



This method allows you to register the scanning procedure from the scanning conditions to the output method as one job, and then scan a document by just selecting the job that suits your purpose. This is convenient when you want to repeat scanning using a set procedure.

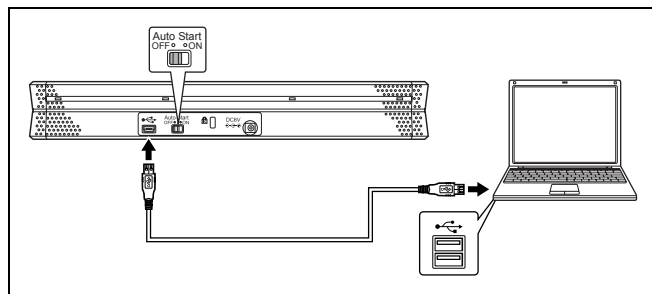
### Scan with Start Button

Scan First is pre-assigned to the Start button of the scanner, so you can load a document and then start scanning by pressing the Start button.



## Connecting the Scanner to a Computer

When scanning with CaptureOnTouch, set the Auto Start switch on the rear panel of the scanner to the "OFF" position, and then use the USB cable to connect the scanner to the computer.



The power supply USB cable can be connected as necessary.

## Starting CaptureOnTouch

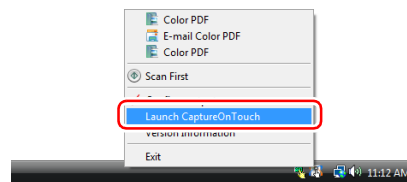
Use the following procedure to start CaptureOnTouch. CaptureOnTouch becomes resident in the system when you start the computer, and a CaptureOnTouch icon appears in the taskbar (default). This icon displayed differs as follows depending on the power status of the scanner.



Icon	Meaning
	Power is OFF (feed tray is closed)
	Power is ON (feed tray is open)

Use the following procedure to start CaptureOnTouch.

- Open the feed tray.**  
For details, [see 24 page](#).
- Click (the CaptureOnTouch icon) in the taskbar and click [Launch CaptureOnTouch] in the menu that appears.**



CaptureOnTouch starts and the main screen appears.

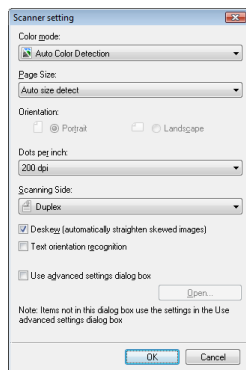
### Hint

- You can also start it from the Start menu. Click [Start] – [All Programs] – [Canon P-150] – [CaptureOnTouch].
- You can set the CaptureOnTouch icon to not appear in the taskbar when you log onto Windows. For details, [see "Environmental Settings" on p. 45](#).

## Setting Scanning Conditions

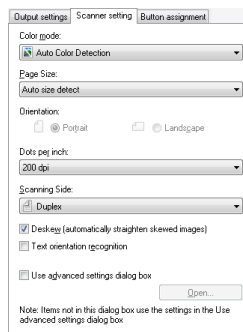
Set various scanning conditions such as the scanning method and document size. The scanning condition items are common to [Scan First] and [Select Scan Job].

### For [Scan First]



When using [Scan First], configure the scanner settings before scanning begins.

### For [Select Scan Job]



When using [Select Scan Job], configure the scanner settings for each job.



### Hint

Scanner condition settings include the basic items that are configured in the [Scanner setting] dialog box (or [Scanner setting] tab) and the setting items that are configured in the advanced settings. The settings in the advanced settings dialog box are applied for settings other than the basic items.

## Basic Scanning Condition Settings

The [Scanner setting] dialog box includes the following items for setting basic scanning conditions.

### Color mode

Select from the following modes for scanning documents.

<b>Auto Color Detection</b>	Automatically detects whether a document is color or black and white, and scans. Scans the document in color.
<b>24-bit Color</b>	Scans the document in color.
<b>Grayscale</b>	Scans the document in grayscale.
<b>Black and White</b>	Scans the documents in black and white (binary).

### Page size

Specify the page size of documents.

When [Auto size detect] is specified, the scanner detects the page size of the document, and the image is saved in the detected size.

### Orientation

Specify the orientation in which documents are inserted into the scanner (vertical or horizontal).

This item can only be configured when a page size that can be fed horizontally through the scanner is specified for [Page Size].

### Dots per inch

Specify the scanning resolution.

## Scanning Side

Specify whether to scan only one side of a document or both sides. If you select [Skip blank page] and a blank page is detected within the document during scanning, the blank page will be skipped. The driver settings are used for the density threshold at which blank pages are skipped.

## Deskew

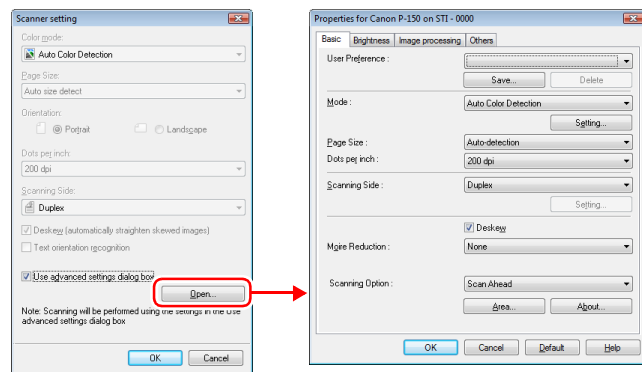
When a document is scanned slanted, the slant is detected and the scanned images are straightened.

## Text orientation recognition

The orientation of text in scanned images is detected, and the images are rotated to match the orientation of the text.

## Use advanced settings dialog box

For the advanced scanner condition settings (other than the basic items), open the advanced settings dialog box and configure the settings. To open the advanced settings dialog box, select the [Use advanced settings dialog box] check box and click the [Open] button.



For details on setting items, see the Help in the scanner driver advanced settings dialog box.



### Hint

The scanner driver's advanced settings dialog box includes the same setting items as the basic items in the [Scanner setting] dialog

box, but the configuration for each of the settings is stored separately. Which settings are used during scanning differs as follows depending on the setting of the [Use advanced settings dialog box] check box.

[Use advanced settings dialog box] setting	Basic items	Other than basic items
Cleared	The settings of the [Scanner setting] dialog box are used.	The settings of the scanner driver's advanced settings dialog box are used.
Selected	The settings of the scanner driver's advanced settings dialog box are used.	

## Setting the Output Method

CaptureOnTouch is provided with four output methods for processing scanned images.

The specification for the output method is common to [Scan First] and [Select Scan Job].

### For [Scan First]

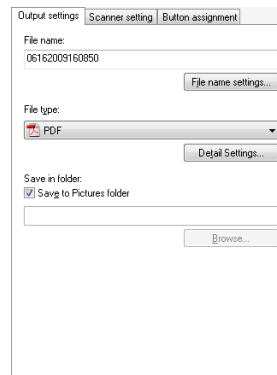
When using [Scan First], select an output method in the [Output method] screen that appears after scanning, and then specify each of the output method items.

### For [Select Scan Job]

When using [Select Scan Job], specify an output method for each job.

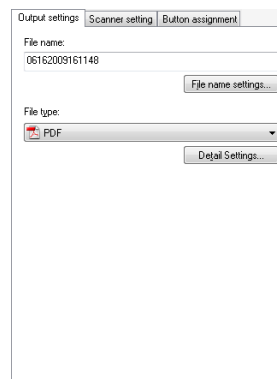
The setting items related to output differ depending on the output method.

### Save file



Allows you to save the scanned images in a specified folder. When you specify this output method, configure the settings for the image files to be saved.

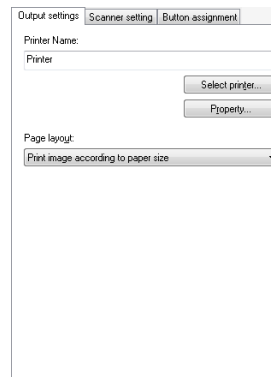
### Attach to E-mail



Allows you to attach the scanned images to new e-mail in the e-mail application. When you specify this output method, configure the settings for the image files to be attached to e-mail.

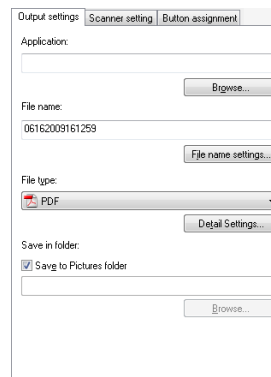
To use this feature, an e-mail application such as Windows Mail or Outlook Express that supports MAPI (Microsoft Messaging Application Programming Interface) needs to be specified as the default program of the operating system.

### Print



Allows you to print the scanned images with a specified printer. When you specify this output method, specify the printer for printing.

### Open by application



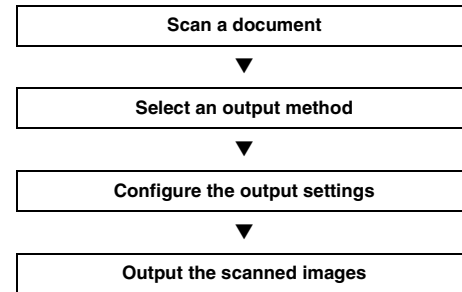
Allows you to save the scanned image file in a specified folder and open the it with a specified application. When you specify this output method, click the [Browse] button and specify the executable file (.exe) for an application that can open the image file. In addition, configure the settings of the image file to be saved.

### When Using PaperPort

- PaperPort, which is supplied with the scanner, uses the [Documents] folder as the default folder. Therefore, when sending an image file to PaperPort, specify [Documents] (or a folder in [Documents]) as the save destination folder. Specifying any other folder may result in an error.
- You can specify a folder other than [Documents] if you use [Folder Manager] of PaperPort to register the folder you want to specify in advance.
- In Windows Vista, the Documents folder and Pictures folder are located on the same level in the folder hierarchy. Therefore, when specifying the Pictures folder as the save destination, use [Folder Manager] of PaperPort to register the Pictures folder.

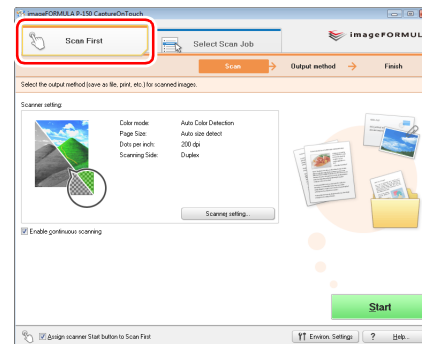
## Scan First

### Flow of Operation



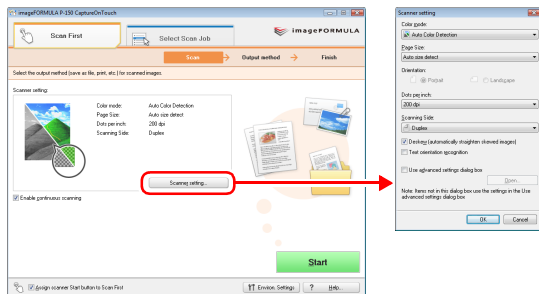
**1** Load the document into the scanner. (See p. 24.)

**2** Click the [Scan First] tab.



The main screen of [Scan First] appears.

### 3 Click [Scanner setting] to display the [Scanner setting] dialog box, and configure the scanner settings.



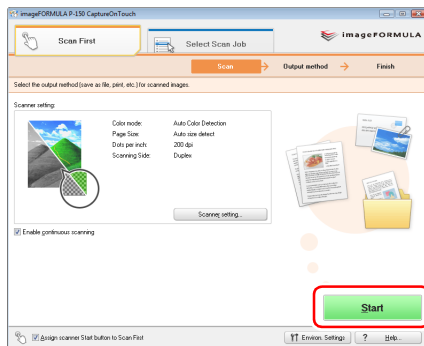
For details on the scanner setting items, see the Help.  
When you have finished configuring the settings, click the [OK] button to close the [Scanner setting] dialog box.



#### Hint

When a document has too many pages to fit into the feeder at one time, you can break scanning into multiple batches by selecting the [Enable continuous scanning] check box. (All scanned images are stored in a single file.)

### 4 Click the [Start] button.



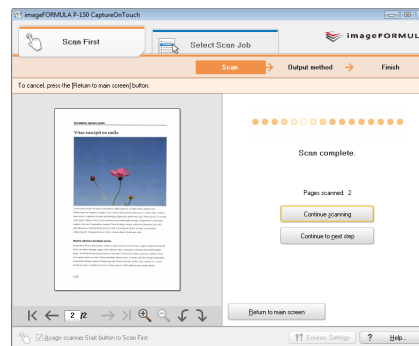
The document is scanned. While scanning is in progress, the number of pages scanned is displayed in addition to the scanner settings.

When scanning is finished, the [Output method] screen appears in the main window.



#### Hint

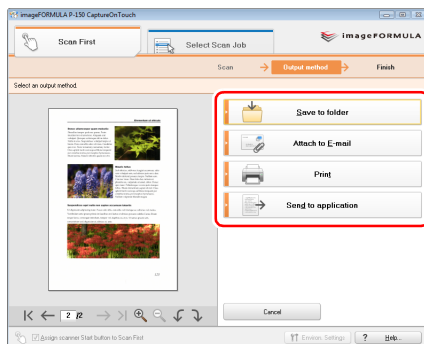
If the [Enable continuous scanning] check box was selected, the confirmation screen appears when scanning of the whole document is finished.



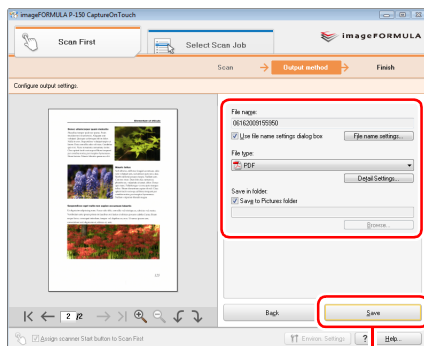
Load the next document, and then click [Continue scanning] to start scanning the document.

If you have finished scanning all documents, click [Continue to next step].

## 5 Specify the output method.

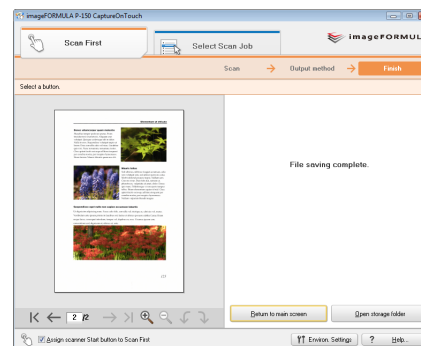


## 6 Configure the settings related to output, and then click the output button to output the scanned images.



Output button

The name of the output button differs depending on the selected output method. For example, when [Save to folder] is specified as the output method, the output button becomes [Save]. When output is finished, the complete screen appears. Scan First is now finished.

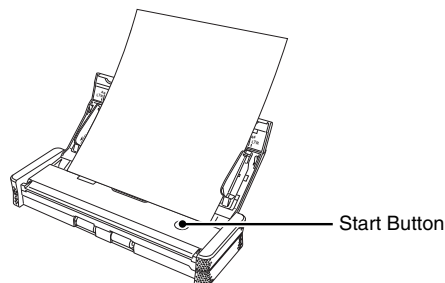


### Hint

- Clicking [Return to main screen] returns to the main screen of Scan First.
- When [Save to folder] is selected as the output method, you can click [Open storage folder] to open the folder in which the scanned images were saved.

## Starting Scan First with the Start Button

Scan First is assigned to the Start button of the scanner by default.

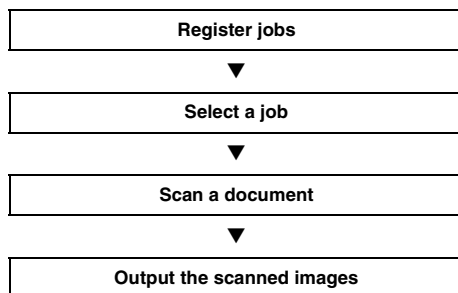


If you load the document in the scanner and press the Start button, CaptureOnTouch starts and Scan First starts. When scanning of the document is finished, the output method selection screen appears. You can then output the scanned images using the same procedure as that described from Step 5 on [40 page](#).



## Select Scan Job

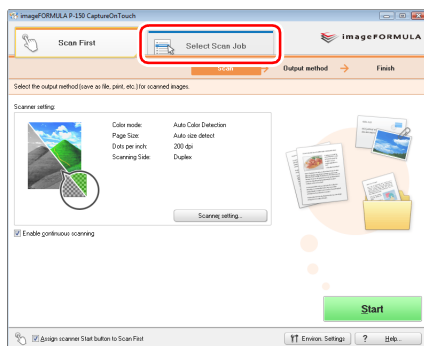
### Flow of Operation



## Registering and Editing Jobs

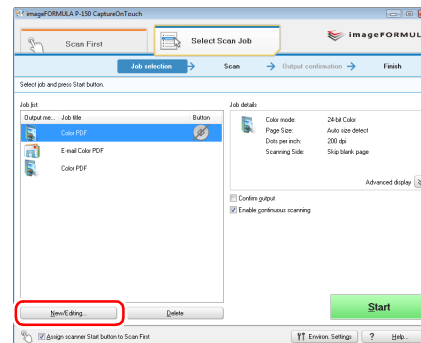
In CaptureOnTouch, up to 10 jobs can be registered for use with Select Scan Job.

### 1 Click the [Select Scan Job] tab.



The main screen of [Select Scan Job] appears.

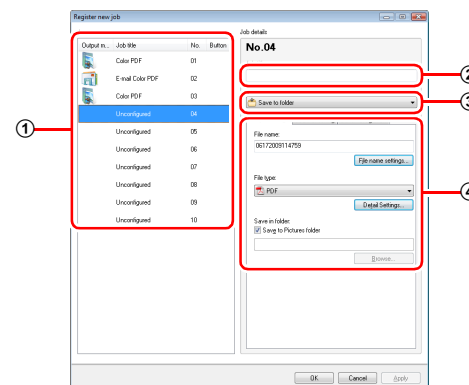
### 2 Click the [New/Editing] button.



The [Job editing] dialog box appears.

### 3 Configure the job settings.

- ① Select an unset job number from the job list. If you select a registered job, the title bar indication becomes [Job editing], and you can modify the settings of the registered job.
- ② Enter a job name.
- ③ Specify the output method for the job.
- ④ Configure the job settings.



Configure the job settings on the following three tabs.

### [Output settings] tab

Configure settings related to the output method. The setting items displayed differ depending on the specification for [Output method].

The screenshot shows the 'Output settings' tab with the following fields and options:

- File name:** 06162009160850
- File type:** PDF (selected from a dropdown menu)
- Save in folder:** ☒ Save to Pictures folder
- Buttons:** File name settings..., Detail Settings..., Browse...

### [Scanner setting] tab

Configure the scanner settings.

The screenshot shows the 'Scanner setting' tab with the following fields and options:

- Color mode:** Auto Color Detection (selected from a dropdown menu)
- Page Size:** Auto size detect (selected from a dropdown menu)
- Orientation:** Portrait (selected from radio buttons)
- Dots per inch:** 200 dpi (selected from a dropdown menu)
- Scanning Side:** Duplex (selected from a dropdown menu)
- Options:** ☒ Deskew (automatically straighten skewed images), ☐ Text orientation recognition
- Advanced settings:** ☐ Use advanced settings dialog box
- Buttons:** Open...

### [Button assignment] tab

Configure the settings for assigning the job to a job button on the scanner. If the [Assign scanner Start button to Scan First] check box is selected in the main screen, you cannot assign the job to the Start button.

The screenshot shows the 'Button assignment' tab with the following options:

- Select button to assign:** Start button (selected with a radio button), Do not assign button (selected with a radio button)

## 4 Click the [OK] button.

The screenshot shows the 'Register new job' dialog box with the following details:

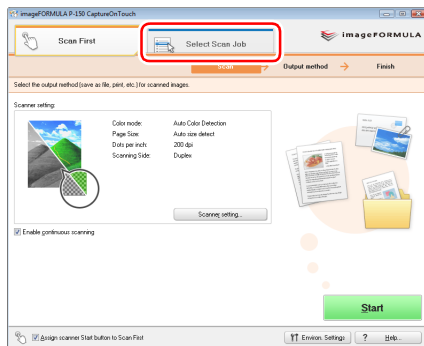
- Job list:** A table with columns 'Output n.', 'Job title', 'No.', and 'Button'. It lists 10 jobs, with job 04 highlighted.
- Job details for No. 04:**
  - File name:** 0617200914759
  - File type:** PDF
  - Save in folder:** Save to Pictures folder
- Buttons:** OK (highlighted with a red circle), Cancel, Apply

The job is registered according to the configured settings and appears in the job list. To confirm or modify the settings of a registered job, click the [Job list/edit] button.

## Selecting a Job and Scanning

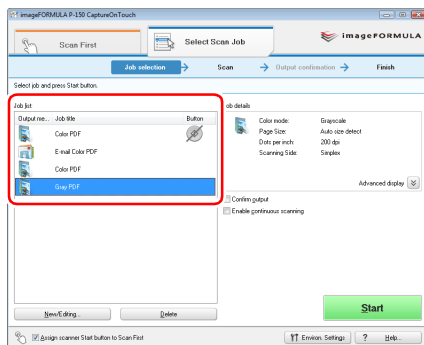
1 Load the document into the scanner. (See p. 24.)

2 Click the [Select Scan Job] tab.

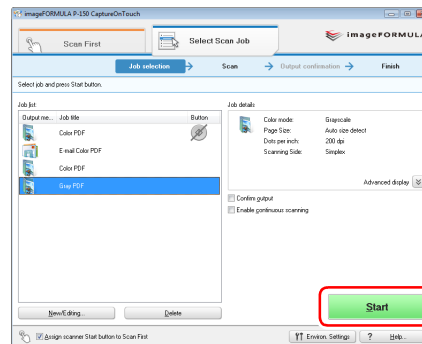


The main screen of [Select Scan Job] appears.

3 Select a job in [Job list].

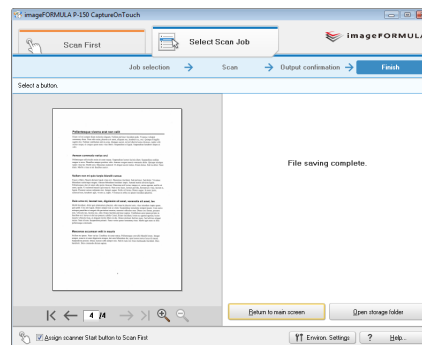


4 Click the [Start] button.



The document is scanned. While scanning is in progress, the number of pages scanned is displayed in addition to the scanner settings.

When all the pages of the document are scanned, the scanned images are output according to the registered job settings, and the complete screen appears.



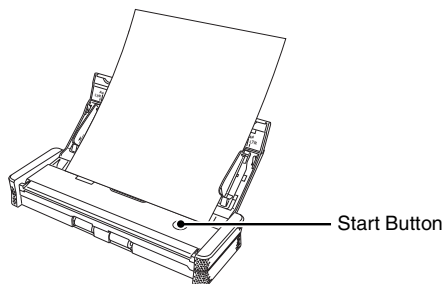


#### Hint

- Clicking [Return to main screen] returns to the main screen of Select Scan Job.
- If a job with the output method set to [Save to folder] was executed, you can open the folder in which the image file was saved by clicking [Open storage folder].

## Starting Select Scan Job with the Start Button

If a job is assigned to the Start button of the scanner, you can start scanning with the job by pressing the Start button.



If you load the document in the scanner and press the Start button, CaptureOnTouch starts and scanning starts according to the settings of the assigned job.

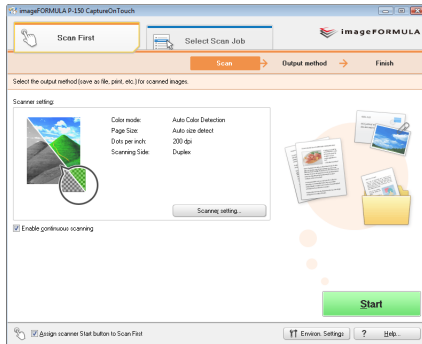


#### Hint

If Select Scan Job is executed from the start button, CaptureOnTouch ends automatically approximately 5 seconds after the output process finishes.

# Environmental Settings

To configure environmental settings for CaptureOnTouch, click the [Environ. Settings] button in the main screen and open the [Environmental settings] dialog box.

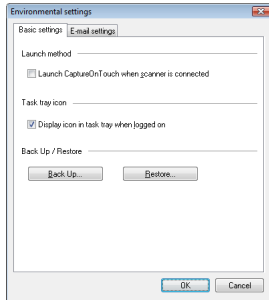


The [Environmental settings] dialog box is composed of the [Basic settings] tab and [E-mail settings] tab.

The following sections describe the settings on each tab.

## [Basic settings] Tab


The [Basic settings] tab allows you to configure the following settings.



### [Launch method]

When the [Launch CaptureOnTouch when scanner is connected] check box is selected, CaptureOnTouch will start when Windows detects that the scanner is connected.

### [Task tray icon]

When the [Display icon in task tray when logged on] check box is cleared,  (CaptureOnTouch icon) will not appear on the taskbar.

### [Back Up / Restore]

Use the [Back Up] button or [Restore] button to create backup files for CaptureOnTouch configurations (including settings, registered jobs, etc.), or restore configurations from previously backed up data.

### [Back Up] button

Creates a backup file (\*.reg) of CaptureOnTouch configuration data. You can retain the initial settings of CaptureOnTouch by performing backup before you begin using CaptureOnTouch.

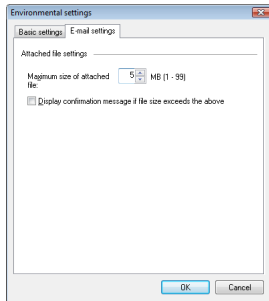
### [Restore] button

Restore configurations from previously backed up registry files. When using multiple scanners, you can back up the environmental settings on one scanner, and restore those settings on another scanner to copy the settings.

---

## [E-mail settings] Tab

The [E-mail settings] tab allows you to set the size limit for image files that can be attached to e-mails.



### [Maximum size of attached file]

If the [Display confirmation message if file size exceeds the above] check box is selected and an attached file exceeds the size limit, a confirmation message will appear.

- When using [Scan First], the confirmation message will appear after the entire document is scanned.
- When using [Select Scan Job], the confirmation message will appear if the file size exceeds the set limit during scanning.

# Scanner Driver Settings

When you scan a document in an ISIS compatible or TWAIN compatible application (CaptureOnTouch, etc.), open the scanner driver and configure the scanning conditions and other settings. This section describes the configuration and functions of the scanner driver.

## Configuration and Functions of the Scanner Driver

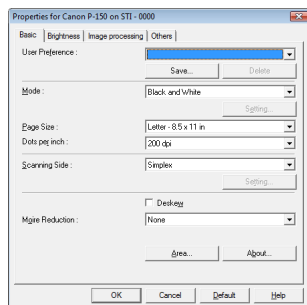
The scanner driver consists of the following four tabs.



### Hint

For details on the settings screen, see the Help of the scanner driver. Click the [Help] button of the driver to display help related to the corresponding tab of the dialog box.

### [Basic] Tab



Configure basic scanning conditions such as the mode, page size, resolution, and scanning side.

In addition, you can click the [Area] button and specify the area to be scanned.

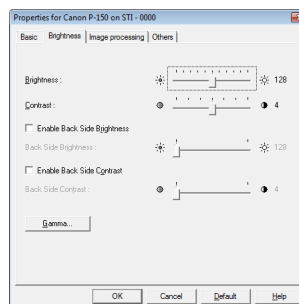


### Hint

- When the tab is accessed from an ISIS compatible application, [Scanning Option] is not displayed.

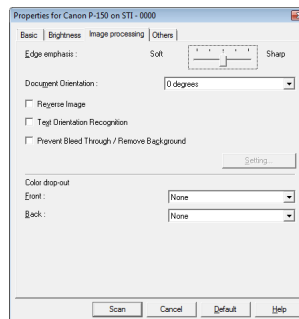
- Depending on the ISIS compatible application, the application may have its own screen for setting scanning conditions. If the scanner driver is opened in such an application, setting items related to the functions provided by the ISIS/TWAIN driver other than scanning conditions will be displayed on the [Basic] tab.

### [Brightness] Tab



Adjust the brightness and contrast of scanned images. In addition, you can also click [Gamma] and set the gamma correction value for scanned images.

### [Image processing] Tab



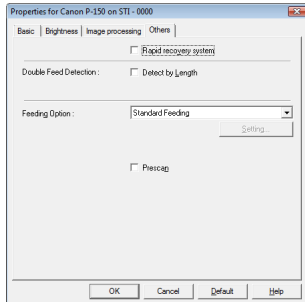
Set the processing method for scanned images.



## Hint

When the tab is accessed from an ISIS compatible application, [Reverse image] is not displayed.

## [Others] Tab



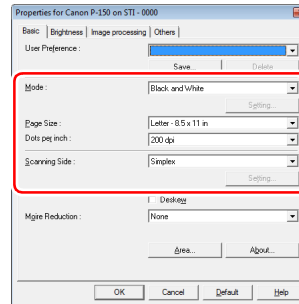
Set the operation of the scanner for scanning.

## Basic Scanning Condition Settings

This section provides an overview of the basic setting items that are the minimum requirements when configuring the scanner settings.

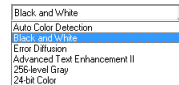
## Confirming Basic Conditions for Scanning

When you scan a document, make sure you confirm the [Mode], [Page Size], [Dots per inch], and [Scanning Side] basic conditions in the Basic settings dialog box.



## Mode

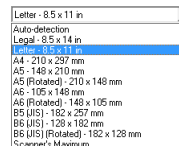
Select the scanning mode.



- [Advanced Text Enhancement II] removes or processes the background color and background surrounding text to enhance the text for easy reading.
- [Auto Color Detection] saves color images for color documents, and black and white images for black and white documents.

## Page size

Select the paper size in accordance with the document to be scanned.



If [Auto-detection] is selected, the edges of the document are detected and images that match the size of the document are saved.



## Dots per inch

Select the scanning resolution.



Higher resolutions provide clearer images, but produce larger files.

## Scanning Side

Select which page side(s) to scan.

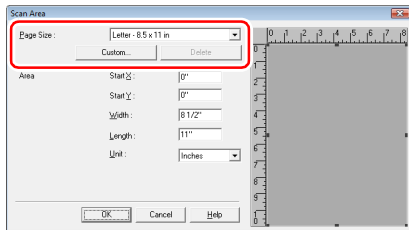


If the scanning side is set to [Skip blank page], the images of blank pages are deleted when images are saved.

## Scanning Documents of Unregistered Page Sizes

Configuring the following settings allows you to scan a document of an unregistered page size.

You can register a non-standard page size that has not been registered as a page size by naming and registering it as a custom page size in the [Page Size] setting of the Scan Area dialog box, which is opened from the [Area] button on the [Basic] tab.

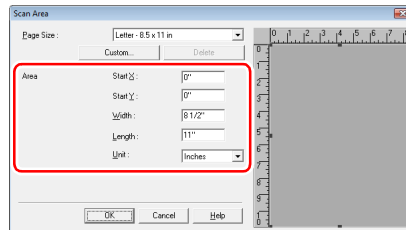


## Specifying the Scanning Area

Configure the following settings when you want to specify the area of the document to be scanned.

### Specifying an area

Specify the area of the document to be scanned in the Scan Area dialog box, which is opened from the [Area] button on the [Basic] tab.



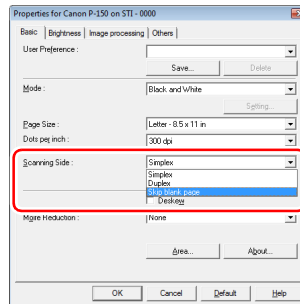
If you scan the document you want to set the area of with [Scan Single Page], only one page of the document is scanned and the corresponding scanned image is displayed in the preview window.

## Configuring Scanner Settings According to Purpose

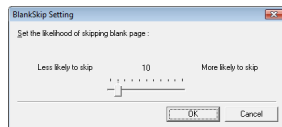
Set the scanning conditions according to the scanning purpose.

### When you want to delete the images of the blank pages in two-sided documents

Set the scanning side setting to [Skip blank page] on the [Basic] tab to delete the images of the blank pages in the document.

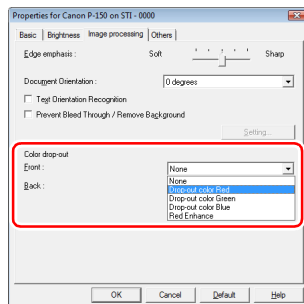


If [Skip blank page] is selected, the [Setting] button is enabled, and you can adjust the level for judging whether pages are blank.



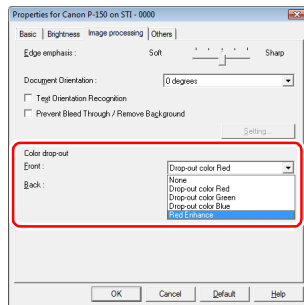
## When you do not want to scan colored lines and characters

Specify the color (red, blue, or green) to be ignored (dropped out) in the [Color drop-out] settings on the [Image processing] tab, and that color will not be scanned.



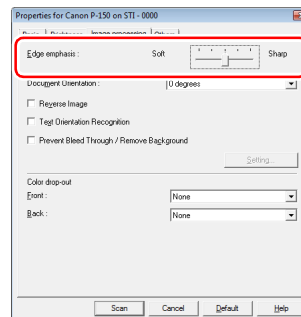
## When you want to enhance a particular color

Select the color (red) to be enhanced in the [Color drop-out] settings on the [Image processing] tab, and that color will be enhanced.



## When you want to enhance contours in images

Adjust the [Edge emphasis] setting on the [Image processing] tab.



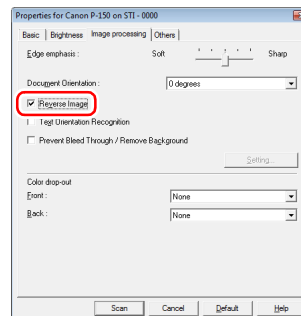
## When you want to reverse the black and white in scanned images (TWAIN driver only)

Select [Reverse Image] on the [Image processing] tab. Scanned images are output with black and white reversed.



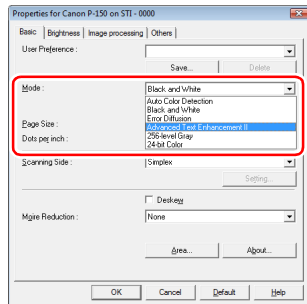
### Hint

If the scanner driver settings screen is opened from an ISIS compatible application, [Reverse Image] is not displayed.



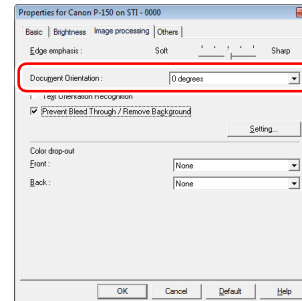
## When you want to enhance text that is difficult to read because of factors such as the background of the scanned document

Select [Advanced Text Enhancement II] in the mode setting on the [Basic] tab. The background behind the text is removed or processed so that the text is emphasized for better legibility.



## When you want to rotate the images of a document loaded horizontally to correct the orientation

Specify the rotation angle with [Document Orientation] on the [Image processing] tab.



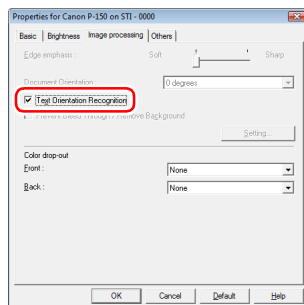
## When you want to match the orientation of images to the text when scanning a mixture of pages with different text orientations

Select [Text Orientation Recognition] on the [Image processing] tab. The text orientation on each page is detected, and the scanned image is rotated in 90-degree increments to correct the orientation.



### Hint

When [Text Orientation Recognition] is selected, [Document Orientation] is disabled.



## Functions Restricted by the Mode Setting

Depending on the [Mode] setting on the [Basic] tab, some setting items on each tab of the driver are disabled as shown below.

### [Brightness] Tab

Setting Value	Enable Back Side Brightness	Enable Back Side Contrast
Auto Color Detection	O	O
Black and White	O	O
Error Diffusion	O	O
Advanced Text Enhancement II	X	X
256-level Gray	O	O
24-bit Color	O	O

(O: Available for setting, X: Not available for setting)

### [Image processing] Tab

Setting Value	Edge emphasis	Reverse Image (TWAIN driver only)	Prevent Bleed Through / Remove Background	Color drop-out
Auto Color Detection	O	O	O	X
Black and White	O	O	O	O
Error Diffusion	O	O	O	O
Advanced Text Enhancement II	X	O	X	O
256-level Gray	O	X	O	O
24-bit Color	O	X	O	X

(O: Available for setting, X: Not available for setting)

---

**[Others] Tab**

Setting Value	Prescan
Auto Color Detection	X
Black and White	O
Error Diffusion	O
Advanced Text Enhancement II	O
256-level Gray	O
24-bit Color	O


(O: Available for setting, X: Not available for setting)

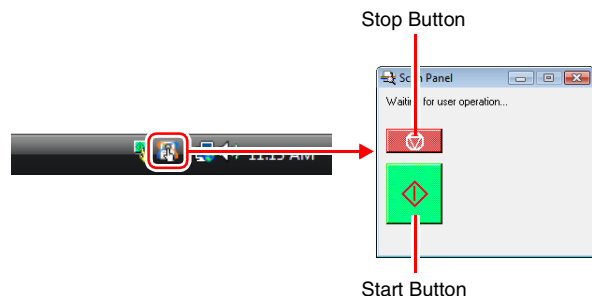
---

## Scan Panel

---

Scan Panel is software for controlling scanning operations such as feeding documents and stopping scanning when scanning multiple documents one after the other.

It is usually resident in the taskbar. Double-click the  icon in the taskbar to display Scan Panel.



Scan Panel operates when [Feeding Option] is set to [Panel-Feeding] in the settings dialog box of the scanner driver. It appears and the scanner enters the wait state after scanning of the first document finishes. If you load the next document and click the Start button of Scan Panel, scanning of the loaded document starts. You can stop scanning part way through by clicking the Stop button of Scan Panel.

## Daily Maintenance

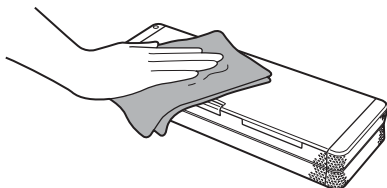
Clean the scanner on a regular basis as described below to maintain scanning quality.

### **WARNING**

- For safety reasons, make sure you close the feed tray, turn OFF the power, and disconnect the USB cable before cleaning the outside and inside of the scanner.
- Do not use spray cleaners to clean the scanner. The light source and other precision mechanisms may get wet and become damaged.
- Never use paint thinner, alcohol, or other organic solvents to clean the scanner. The exterior of the scanner may become deformed, discolored, or melted. Such solvents may also cause a fire or electric shock.

### Cleaning the Outside of the Scanner

To clean the outside of the scanner, wipe off any dirt with a cloth that has been dampened with water or mild detergent solution and thoroughly wrung out, and then wipe the scanner dry with a clean dry cloth.



### **CAUTION**

- Do not use a tissue, paper towel, coarse cloth, or the like because it may scratch the surface of the scanner.
- Do not use a dirty cloth because it may result in scratches.

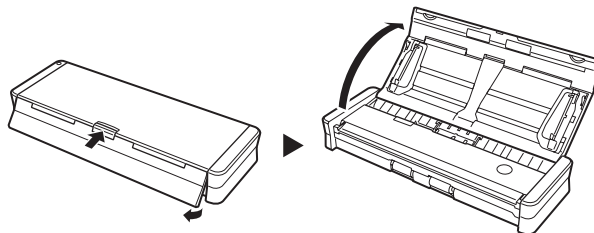
### Cleaning the Inside of the Scanner

Dust or paper particles collecting inside the scanner may cause streaks to appear on scanned images. Using a blower or the like, periodically remove dust and paper particles that have collected inside the scanner. After finishing a large scanning job, for example, close the feed tray, turn OFF the scanner, disconnect any USB cables, and then remove the paper particles.

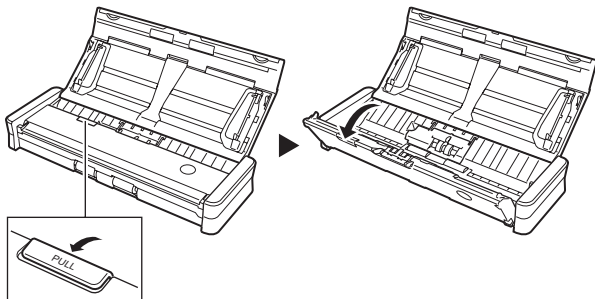
### Cleaning the Scanning Glass, Separation Pad and Rollers

If scanned images contain streaks or scanned documents become dirty, the scanning glass, separation pad and rollers inside the scanner are likely to be dirty. Clean them periodically.

#### 1 Open the feed tray.



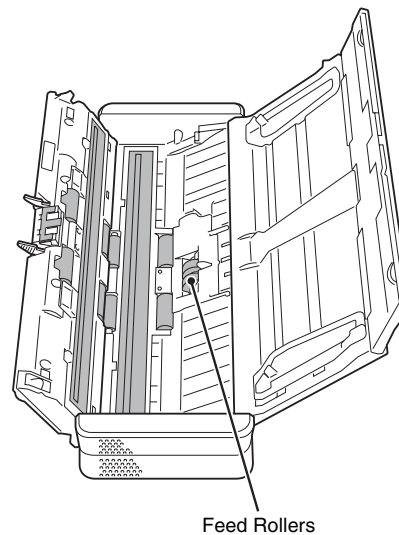
## 2 Open the feeder cover.



## 3 Remove any dirt from the scanning glass, separation pad and rollers inside the scanner (parts shown in the figure).

Use a clean dry cloth to wipe off any dirt on the scanning glass. Wipe off any dirt on the rollers with a cloth that has been dampened with water, and then wipe the rollers with a clean soft dry cloth.

Remove the feed rollers before cleaning them. For details on removal, [see "Replacing the Feed Rollers" on p. 57.](#)





# Replacing Consumable Parts

The feed roller and separation pad inside the scanner wear with scanning. If the feed roller and separation pad are worn, documents may not feed correctly and paper jams may occur. When document feed performance deteriorates, replace the feed roller and separation pad.

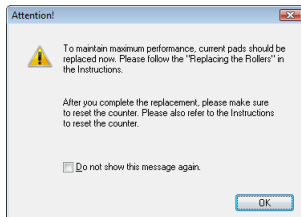
## Hint

When the total number of pages of documents fed in the scanner exceeds the following quantity, a message appears when the scanner is connected to the computer.

### Feed Roller: 100,000 sheets



### Separation Pad: 10,000 sheets

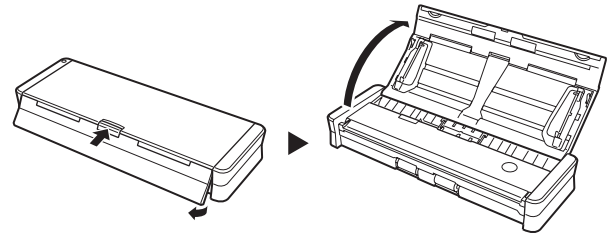


This message only serves as a rough guide for when to replace the feed roller and separation pad. They may wear out sooner if, for example, a lot of paper with rough surfaces is scanned.

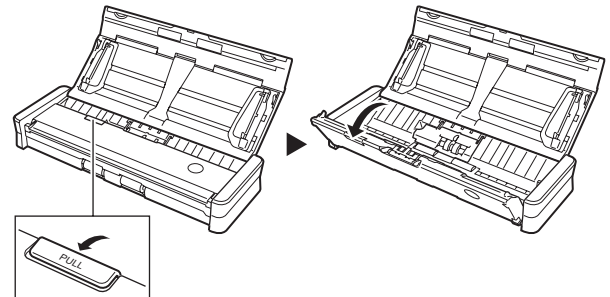
## Replacing the Feed Rollers

Use the following procedure to remove the feed rollers whenever necessary such as when cleaning or replacing them.

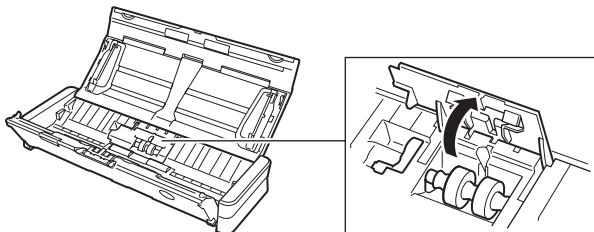
### 1 Open the feed tray.



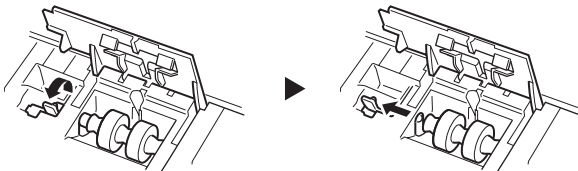
### 2 Open the feeder cover.



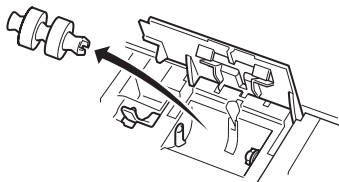
- 3** Open the roller cover.



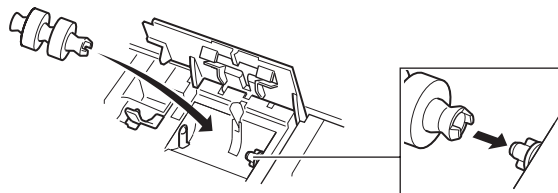
- 4** Lift up the roller lock lever, and slide it to left.



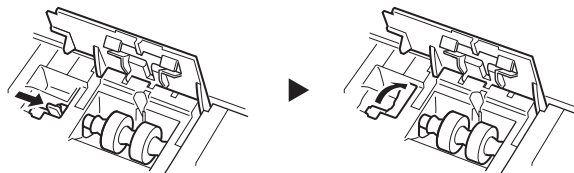
- 5** Remove the feed rollers.



- 6** Attach the feed rollers. Align the notch on the roller with the shaft on the main unit side.

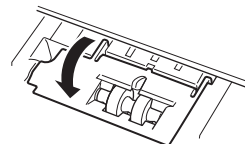


- 7** Slide the roller lock lever to the right, insert the left side of the shaft of the feed rollers, and then lower the roller lock lever to lock the feed rollers into place.



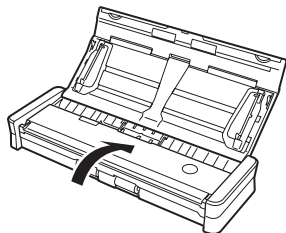
- 8** Completely close the roller cover so that it clicks into place.

Make sure to close the roller cover so that it clicks into place. Failure to securely close the feed cover will cause document feed problems.



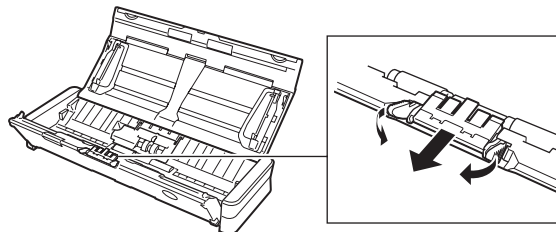
---

**9** Close the feeder cover.



---

**3** Remove the separation pad.



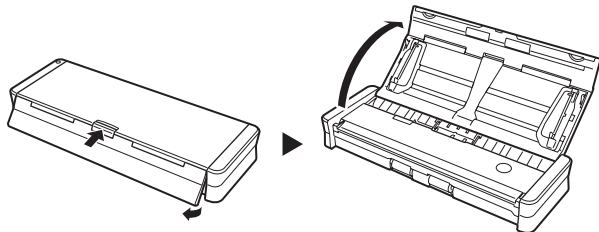
---

## Replacing the Separation Pad

Use the following procedure to replace the separation pad.

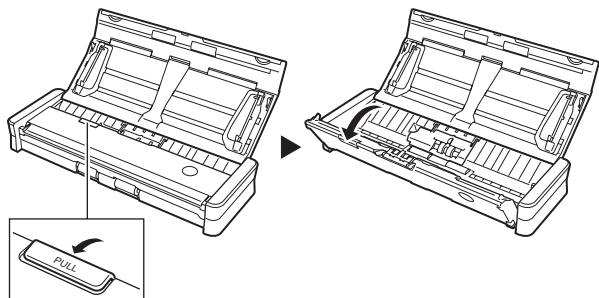
---

**1** Open the feed tray.



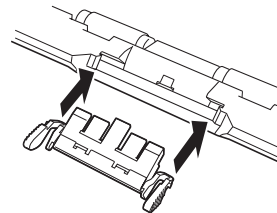
---

**2** Open the feeder cover.



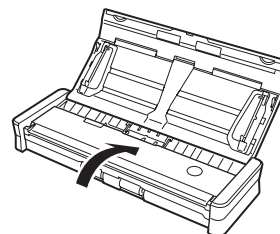
---

**4** Attach the new separation pad.



---

**5** Close the feeder cover.



---

## Resetting the Counters

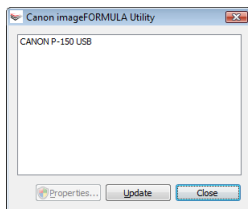
Make sure to reset the scanner's internal counters using the following procedure whenever you replace the feed roller and separation pad.

### ! IMPORTANT

This section describes the procedure to use when the Auto Start switch on the rear panel of the scanner is set to the "OFF" position. If the Auto Start switch is set to the "ON" position (when you only use CaptureOnTouch Lite and have not installed CaptureOnTouch and the scanner driver on your computer), you cannot reset the counter using this procedure. In this case, you can reset the counter from CaptureOnTouch Lite. For details, [see page 31](#).

- 1 Start Windows and log on as a user with administrator privileges.**
- 2 Set the switch at the rear of the scanner to OFF.**
- 3 Connect the scanner to the computer.**
- 4 Open the feed tray to turn the scanner ON.**
- 5 Click [Start], [All Programs], [Canon P-150], and then click [Utility].**

The Canon imageFORMULA utility starts.

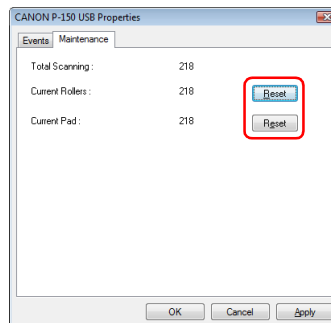


- 6 Select [Canon P-150 USB], and click [Properties].**

The scanner's properties appear.

- 7 Click the [Maintenance] tab.**

- 8 Click [Reset] for both [Current Rollers] and [Current Pad].**



The counter for [Current Rollers] and [Current Pad] resets.

- 9 Click [OK] to close the scanner properties.**

## Common Problems and Solutions

This section provides recommended solutions to common problems. If you have a problem that is not solved by the following, contact your local authorized Canon dealer.


### Problem 1 The scanner does not turn ON.

- Solutions
- (1) The scanner remains OFF while the feed tray is closed. When you open the feed tray, the scanner turns ON automatically.
  - (2) If the scanner is connected to the computer via a USB hub, try removing the hub and connecting directly to the computer.

### Problem 2 The scanner is not recognized.

- Solutions
- (1) Confirm that the scanner is properly connected to the computer with a USB cable.
  - (2) Confirm that the scanner is turned ON. See the previous problem (1) if the scanner does not turn ON.
  - (3) The computer's USB interface may not support the scanner. The scanner cannot be guaranteed to work with all USB interfaces.
  - (4) Confirm that the supplied USB cable is used to connect the scanner to the computer. The scanner cannot be guaranteed to work with all available USB cables.
  - (5) When the Auto Start switch on the scanner is set to ON, you can only scan with the built-in application, CaptureOnTouch Lite. In this case, scanning from applications on the computer is disabled.
  - (6) If "?", "I", or "x" icons appear for the scanner in Windows Device Manager, delete the scanner in Device Manager and reinstall the scanner driver.

### Problem 3 CaptureOnTouch Lite does not start.

- Solutions
- (1) If the Auto Start switch on the scanner is set to OFF, the built-in application, CaptureOnTouch Lite, does not start. Close the feed tray to turn OFF the scanner, and set the Auto Start switch to ON.
  - (2) CaptureOnTouch Lite does not start automatically in Windows 2000. Open the [ONTOUCHLITE] drive under [My Computer] in Windows Explorer, and double-click  (ONTOUCH.exe). Depending on settings for your operating system, CaptureOnTouch Lite may not start automatically in Windows Vista and Windows XP. Perform the same procedure as above to start CaptureOnTouch Lite in this case.
  - (3) If access to USB devices is blocked by security software, you may not be able to use CaptureOnTouch Lite.

### Problem 4 The auto play screen appears when the scanner is connected, but you cannot scan with CaptureOnTouch.

- Solutions
- When the Auto Start switch on the scanner is set to ON, you can only scan with the built-in application, CaptureOnTouch Lite. Close the feed tray to turn OFF the scanner, and set the Auto Start switch to OFF.

---

**Problem 5 Documents fed askew are causing scanned images to be slanted.**

- Solutions
- (1) Align the document guides to fit the documents as closely as possible, and place the documents so that they feed in straight.
  - (2) Enable [Deskew] in the settings of the scanner driver.
  - (3) If many pages have been scanned since the last roller cleaning, clean the rollers and separation pad. If documents still feed askew, roller replacement or other maintenance may be needed. (See p. 57.)
  - (4) Perfectly straight scanning may not be possible for the document due to the structural design of the scanner.

**Problem 6 Two-sided scanning is set in the scanner driver but both sides are not scanned.**

- Solutions
- Note that if you use a job for which scanning only one side is set in CaptureOnTouch, only one side will always be scanned regardless of the settings of the scanner driver. For example, if you set one-sided scanning on the [Scanner setting] tab of the [Job Registration] dialog box of CaptureOnTouch, one side will always only be scanned with that job. Change the setting of the job or create a job for scanning both sides.

**Problem 7 White lines/streaks appear in the scanned image.**

- Solutions
- Clean the scanning glass (both the top and bottom) and rollers. When cleaning off dirt with adhesive properties such as glue and correction fluid, try applying a little pressure when wiping the places corresponding to where the lines appear. If the problem is not solved after cleaning, the inside of the glass may be scratched. Contact your local authorized Canon dealer or service representative.

**Problem 8 Pages are skipped (missing).**

- Solutions
- If [Scanning Side] of the scanner driver is set to [Skip Blank Page], pages with few black portions may be unintentionally deleted (skipped). Select another scanning mode such as simplex or duplex, or reduce the ratio for black dots. For the solution for missing pages caused by double feeding, see the following “[Problem 9 Pages become jammed or double fed.](#)”

**Problem 9 Pages become jammed or double fed.**

- Solutions
- (1) Scanning cannot be performed properly if the pages of the document are sticking together because of, for example, static electricity. Before you load a document, thoroughly fan the pages.
  - (2) Reduce the number of pages that you load into the scanner at one time.

**Problem 10 I want to save scanned images in JPEG format, but they are saved in TIFF format.**

- Solutions
- If a document is scanned when [Mode] is set to [Auto Color Detection] in the settings of the scanner driver, documents detected as black and white are automatically saved in the TIFF format regardless of the setting. This is because the JPEG format does not support black and white binary images. If you want to save all scanned images in JPEG format, set [Mode] to [Color] or [256-level Gray] and then perform scanning.

**Problem 11 The scanned images are saved separately as multiple documents.**

- Solutions
- When output file format is set to TIFF or PDF in CaptureOnTouch, multiple pages can be saved as one scanned image. To achieve this, select [File type], and then click the [Advanced Settings] button and select [Save all pages as one file] in the dialog box that appears.

---

**Problem 12 The document was fed but no scanned images were saved.**

**Solutions** If [Scanning Side] of the scanner driver is set to [Skip blank page], pages with few black portions may be unintentionally deleted (skipped). Select another scanning mode such as simplex or duplex, or reduce the ratio for black dots. For the solution for missing pages caused by double feeding, see “[Problem 9 Pages become jammed or double fed.](#)”

**Problem 13 Cannot save the scanned images of multiple pages as one file in JPEG format or BMP format.**

**Solutions** In JPEG format and BMP format, scanned images of multiple pages cannot be saved as one file. Save them in TIFF format (or PDF format).

**Problem 14 Cannot use Select Scan Job.**

**Solutions** If both Scan First and Select Scan Job are assigned to the Start button, priority is given to Scan First. If you want to assign Select Scan Job, clear the [Assign scanner Start button to Scan First] check box in the main screen.

**Problem 15 The scanner makes unusual noise while feeding documents.**

**Solutions** The paper quality of some documents can result in unusual noises, but this does not indicate a malfunction.

---

## Software Troubleshooting

### Scanning takes a long time.

- (1) End any other running applications.
- (2) Scanning may become slow if there is insufficient system memory because applications (anti-virus software, etc.) are resident in the system. Close such resident applications, and then try scanning again.
- (3) When insufficient hard disk space is available, the scanner may be unable to create the necessary temporary files (files for temporarily saving scanning data) during scanning. Delete any unnecessary data on the hard disk to free up more space.
- (4) Scanning is slow if the computer's USB port is not Hi-Speed USB 2.0 compliant.
- (5) If you are using a commercially available USB cable that is not Hi-Speed USB 2.0 compliant, replace it with the supplied USB cable (Hi-Speed USB 2.0 compliant).
- (6) When the scanner and computer are connected via a USB hub that is not Hi-Speed USB 2.0 compliant, remove the hub and directly connect the scanner and computer.

### The saved scanned images cannot be opened in applications.

- (1) To open scanned images saved as multi-page TIFF files, an application that supports this format is required.
- (2) Even if scanned images are saved as TIFF files that are not multi-page, some applications will not be able to open them if the TIFF files are compressed. This is the case with applications that do not support the compression format of TIFF files created with CaptureOnTouch. If files cannot be opened, select None as the image file compression format before scanning.

---

## Questions and Answers

---

This section presents some useful tips for scanning documents.

### Where are scanned images saved? Can the save destination be changed?

Images are saved to the following locations, according to software settings. All of the destination locations can be changed to another folder.

- In the case of Scan First of CaptureOnTouch Lite and CaptureOnTouch, files are saved in the folder specified in the Output Settings screen.
- In the case of Select Job Scan of CaptureOnTouch, files are saved in the folder specified on the [Output settings] tab during job registration.

### How do I configure the scanning settings?

- In the case of Scan First of CaptureOnTouch Lite and CaptureOnTouch, click [Scanner setting] in the first main screen, and then configure the settings in the screen that appears.
- In the case of Select Job Scan of CaptureOnTouch, configure the settings on the [Scanner setting] tab when registering a job.

### In CaptureOnTouch, how do I save multiple pages as one file or save one file per page?

When scanned images are saved in BMP or JPEG format, each scanned image is always saved as a one file.

In the case of saving scanned images in PDF or TIFF format, you can specify either multi- or single-page files. See also [Problem 12](#) of “Common Problems and Solutions”.

### Can I copy or back up the scanner settings?

In CaptureOnTouch, if you back up the settings in the environmental settings, the scanner settings are also backed up. See also the following question, “[Can I copy or back up CaptureOnTouch settings?](#)”.

### Can I copy or back up CaptureOnTouch settings?

Click the [Environ. Settings] button to display the [Environmental settings] dialog box, where the settings can be backed up and restored using [Backup/Restore] on the [Basic settings] tab.

### What are the rules for assigning names to the files of scanned images in CaptureOnTouch Lite and CaptureOnTouch?

The file names of scanned images are assigned in accordance with the settings in the [File name settings] dialog box. This dialog box appears when you click the [File name settings] button in the output settings screen for Scan First or on the [Output settings] tab for job registration.

The file names of scanned images are determined in accordance with some or all of the following setting items in the dialog box.

Setting Item	Description
File name	You can specify any text string to be added to file names.
Add date and time	Adds the date and time to file names. Select the date format from the list box. YYYY = year, MM = month, and DD = day. The time is added after the date regardless of the date format you select.
Add counter to file name	Adds serial numbers in the order in which the pages of the scanned image are saved. Specify the number of digits and starting number.

A sample file name setting is displayed in [File name] of the [File name settings] dialog box.

### How can I skip blank pages and scan only non-blank pages?

Specify [Skip blank page] in the settings screen of the scanner driver, and then scan.

### How do I load and scan a mixture of different size documents?

Before scanning, set [Page Size] to [Auto-detection] in the settings screen of the scanner driver. For details, [see 48 page](#).

### How do I scan photos in actual size?

Before scanning, set [Page Size] to [Auto-detection] in the settings screen of the scanner driver or register the size of the photos to be scanned. For details, [see 49 page](#).



---

#### **How do I print scanned data?**

- In the case of Scan First of CaptureOnTouch, select [Print] in the output method selection screen.
- In the case of Select Job Scan of CaptureOnTouch, select [Print] for [Output method] when registering the job.

#### **How do I save scanned data in a shared folder?**

- In the case of CaptureOnTouch Lite, specify a shared folder as the save destination in the output settings screen.
- In the case of Scan First of CaptureOnTouch, select [Save to folder] in the output method selection screen and specify a shared folder as the save destination in the output settings screen.
- In the case of Select Job Scan of CaptureOnTouch, select [Save as file] for [Output method] when registering the job and specify a shared folder as the save destination on the [Output Settings] tab.

#### **How do I send scanned data as an e-mail attachment?**

- In the case of Scan First of CaptureOnTouch, select [Attach to E-mail] in the output method selection screen.
- In the case of Select Job Scan of CaptureOnTouch, select [Attach to E-mail] for [Output method] when registering the job.

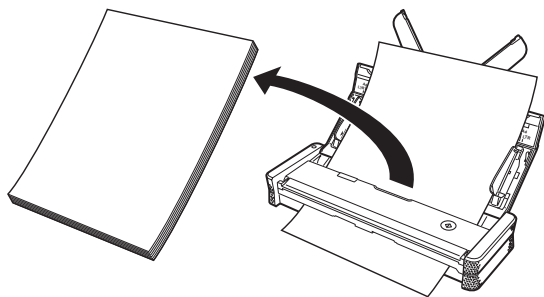
## Clearing a Paper Jam

When paper jams during scanning, use the following procedure to clear the jammed paper.

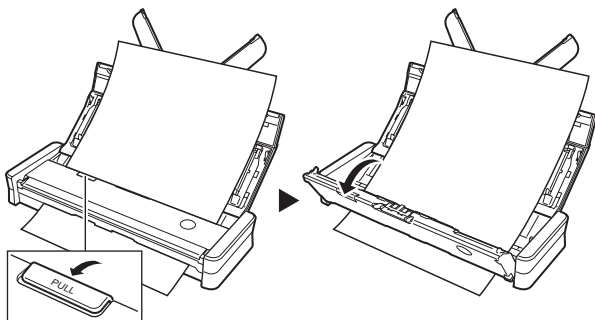
### **WARNING**

Be careful when removing jammed paper. You may unexpectedly injure yourself by, for example, cutting your hand on an edge of the paper.

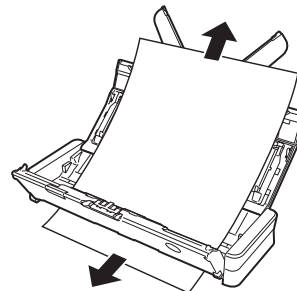
#### **1** Remove any documents remaining in the feed tray.



#### **2** Open the feeder cover.



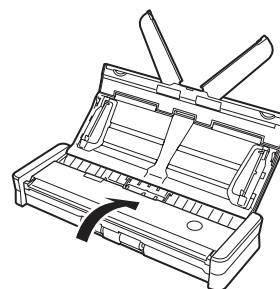
#### **3** Remove the jammed document from the feed side or eject side.



### **IMPORTANT**

Carefully pull out the document without using excessive force. If the jammed paper tears, make sure that you remove any remaining pieces.

#### **4** Close the feeder cover.



After you remove the jammed paper, check to see if the last page was scanned correctly, and then continue scanning.

**Hint**

If a paper jam occurs when [Rapid recovery system] is enabled in the scanner driver, the image of the jammed page is not saved and scanning stops. This allows you to continue scanning from the document that caused the paper jam.

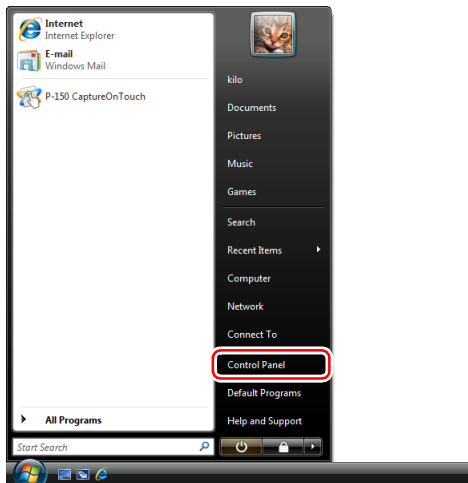
# Uninstalling the Software

If CaptureOnTouch and the scanner driver are not operating properly, you may be able to solve the problem by uninstalling them and then using the software setup disc to reinstall them. In such a case, use the following procedure to uninstall them.

## ! IMPORTANT

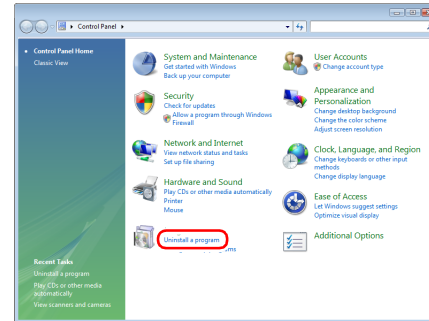
Before uninstalling software, log in to a user account with administrator privileges.

### 1 Click the [Start] button, and then [Control Panel].



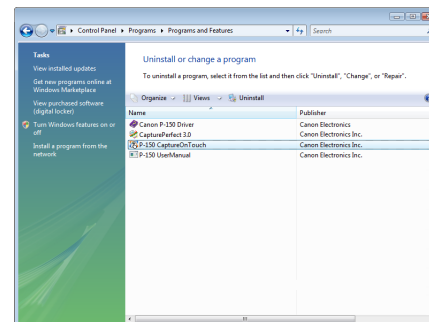
### 2 Click [Uninstall a program].

The [Uninstall or change a program] screen appears.



### 3 Click the software to be removed (Canon P-150 Driver or P-150 CaptureOnTouch) from the list of programs, and then [Uninstall].

The message screen for confirming removal of the selected application appears.



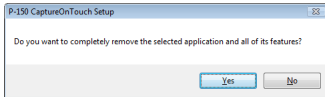
The following steps describe the procedure when [P-150 CaptureOnTouch] is selected. (The procedure is the same as when [Canon P-150 Driver] is selected.)



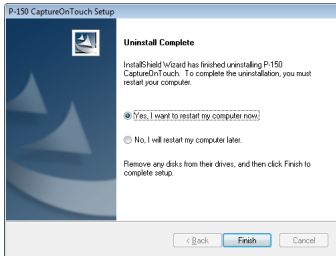
### Hint

When the [User Account Control] dialog box appears, click [Continue].

## 4 Click [Yes].



## 5 Click [Finish].



Uninstallation of the software is now complete.

## Specifications

### Main Unit

<b>Type</b>	Desktop sheet-fed scanner		
<b>Scanning Document Size</b>			
<b>Size</b>	Width: 2" to 8.5" (50.8 mm to 216 mm) Length: 2.75" to 14.02" (70 mm to 356 mm)		
<b>Thickness</b>	14 to 32 lb bond (52 g/m <sup>2</sup> to 128 g/m <sup>2</sup> ) 0.0024" to 0.0059" (0.06 mm to 0.15 mm)		
<b>Feeding Method</b>	Auto		
<b>Scanning Sensor</b>	Contact image sensor		
<b>Light Source</b>	LED		
<b>Scanning Side</b>	Simplex/duplex		
<b>Scanning Modes</b>	Black and White, Error Diffusion, 256-level Grayscale, Advanced Text Enhancement II, 24-bit Color		
<b>Scanning Resolution</b>			
<b>(Primary Scan Lines x Secondary Scan Lines)</b>	150 × 150 dpi, 200 × 200 dpi, 300 × 300 dpi, 400 × 400 dpi, 600 × 600 dpi		
<b>Scanning Speed</b>	(Measurement Conditions: CPU: Core 2 Duo 1.8 GHz, Installed Memory: 1 GB, Document Size: A4)		
<b>When Using USB Cable Only:</b>			
<b>Grayscale</b>	Simplex	200 × 200 dpi	12 pages/min.
		300 × 300 dpi	12 pages/min.
		200 × 200 dpi	14 images/min.
	Duplex	300 × 300 dpi	14 images/min.
		200 × 200 dpi	10 pages/min.
		300 × 300 dpi	6 pages/min.
<b>24-bit Color</b>	Simplex	200 × 200 dpi	10 pages/min.
		300 × 300 dpi	6 pages/min.
		200 × 200 dpi	10 images/min.
	Duplex	300 × 300 dpi	6 images/min.
		200 × 200 dpi	10 images/min.
		300 × 300 dpi	6 images/min.
<b>When Used in Combination with Power Supply USB Cable</b>			
<b>Grayscale</b>	Simplex	200 × 200 dpi	15 pages/min.
		300 × 300 dpi	15 pages/min.
	Duplex	200 × 200 dpi	30 images/min.
		300 × 300 dpi	30 images/min.

<b>24-bit Color</b>	Simplex	200 × 200 dpi	10 pages/min.
		300 × 300 dpi	6 pages/min.
	Duplex	200 × 200 dpi	20 images/min.
		300 × 300 dpi	12 images/min.

**Interface** Hi-Speed USB 2.0

### External Dimensions

11" (W) × 1.57" (H) × 3.74" (D) (280 mm (W) × 40 mm (H) × 95 mm (D))

**Weight** Approx. 1.0 kg

### Power Supply

USB bus-powered  
0.5 A (when using communication USB cable)  
1 A (when using in combination with power supply USB cable)  
When using AC adapter (sold separately)  
6 V DC, 0.8 A

### Power Consumption

During operation: 5 W or less  
In sleep mode: 1 W or less  
When power off: 0.1 W or less

**Operating Noise** No more than 66 dB

### Operating Environment

Temperature: 59 to 90.5°F (15 to 32.5°C)  
Humidity: 25 to 80% (RH)

To enable improvements in the product, specifications are subject to change without notice.

---

## Options/ Consumables

- **Separation Pad (Product Code: 4179B001)**

This is the replacement separation pad. For the replacement procedure, [see 59 page](#).

- **Feed Rollers (Product Code: 4179B002)**

This is the replacement kit for the feed rollers. For the replacement procedure, [see 57 page](#).

- **Carrying Case (Product Code: 4179B003)**

This case is used for holding the scanner when carrying it.

- **AC Adapter (Product Code: 4179B004 (100 - 125 V) / 4179B005 (220 - 240 V, Europe) / 4179B006 (220 - 240 V, Australia))**

This is the AC adapter for connecting the scanner to a power supply. Allows better scanning speed than when using the USB cable by itself.

For details on replacement parts, contact your local authorized Canon dealer or service representative.

---

## Index

---

### A

AC adapter (not supplied) .....	22
Advanced Settings Dialog Box .....	36
Auto play screen .....	27
Auto Start Switch .....	14, 19, 27, 34

### B

Brightness .....	28
------------------	----

### C

CaptureOnTouch .....	26, 33
Starting .....	34
CaptureOnTouch Lite .....	26
Quitting .....	32
Scanning Procedure .....	27
Connecting .....	19
Consumables .....	57, 71
Contrast .....	28
Custom Page Size .....	49

### D

Deskew .....	28, 36
Document	
Loading .....	24
Type .....	23
Document Feed Tray .....	13
Document Guides .....	13, 25
Dots per inch .....	28, 35

### E

Eject Outlet .....	13
Environmental Settings .....	31

### F

Feed Extension Plate .....	14
Feed Inlet .....	14
Feed Roller .....	57
Feeder Cover Release Lever .....	13

### I

Installation .....	15
--------------------	----

### J

Job .....	41
-----------	----

### M

Maintenance .....	55
Mode .....	28, 35
Functional Restriction .....	52
Multi-pdf settings .....	30
Multi-tiff settings .....	30

### O

Orientation .....	35
Output Methods .....	36

### P

Page size .....	28, 35
Paper jam .....	66
Power connector .....	14
Power indicator .....	13
Power Off	
Turning OFF .....	21
Power On	
Turning ON .....	20
Power supply USB cable .....	22, 27, 34

### R

Reset .....	60
-------------	----

### S

Scan Area .....	49
Scan First .....	33, 38
Scan Panel .....	54
Scanner Driver .....	26
Settings .....	47
Scanning condition .....	28, 35, 48
Scanning Side .....	28, 36
Select Scan Job .....	33, 41, 43



---

Separation Pad .....	59
Start Button .....	14, 34, 40, 44
System Requirements .....	15
<b>T</b>	
Text orientation recognition .....	28, 36
<b>U</b>	
Uninstalling .....	68
USB Connector .....	14



**CANON ELECTRONICS INC.**

1248, SHIMOKAGEMORI, CHICHIBU-SHI, SAITAMA 369-1892, JAPAN

**CANON U.S.A. INC.**

ONE CANON PLAZA, LAKE SUCCESS, N.Y. 11042, U.S.A.

**CANON CANADA INC.**

6390 DIXIE ROAD, MISSISSAUGA, ONTARIO L5T 1P7, CANADA

**CANON EUROPA N.V.**

BOVENKERKERWEG 59-61, P.O.BOX 2262, 1180 EG AMSTELVEEN, THE NETHERLANDS

**CANON LATIN AMERICA, INC.**

703 WATERFORD WAY, SUITE 400 MIAMI, FLORIDA 33126, U.S.A.

**CANON AUSTRALIA PTY. LTD.**

1 THOMAS HOLT DRIVE, NORTH RYDE, SYDNEY. N.S.W, 2113. AUSTRALIA

**CANON SINGAPORE PTE. LTD.**

1 HARBOUR FRONT AVENUE #04-01, KEPPEL BAY TOWER, SINGAPORE 098632

**CANON HONGKONG COMPANY LTD.**

19TH FLOOR, THE METROPOLIS TOWER, 10 METROPOLIS DRIVE, HUNGHOM, KOWLOON, HONG KONG.

**CANON KOREA BUSINESS SOLUTIONS INC.**

168-12 SAMSEONG-DONG, GANGNAM-GU, SEOUL, KOREA